

JIS-Link Customer Manual

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JIS APPLICATIONS

JIS - District and Municipal Court Information System

Overview

The JIS application (formerly called DISCIS but was renamed to JIS several years ago) contains case information from district, municipal, and superior courts. If you are looking for district and municipal court information, always search the JIS application. If you are looking for superior court information, however, you may find more of the information you need in SCOMIS. The JIS application contains only limited superior court information.

Use the **JIS Application** for statewide searches for persons with felony, gross misdemeanor, misdemeanor, infraction, domestic violence, harassment, and certain family related cases that include IN type persons. [Examples of family related cases that involve IN (individual) type persons include child custody and dissolutions with children.] For all these types of cases use the State Name Case Index (SNCI) command to search statewide or the Civil Name Case Index (CNCI) command to search within a specific court.

Also use the **JIS Application** to search for district and municipal court civil and small claims cases. Civil cases include vehicle impounds, name changes, lien foreclosures, and property damages. The major participants in these cases are CV (civil) type persons. Civil Person records are NOT statewide but are court specific. Use the CNCI command to search for these cases on a court-by-court basis.

Superior courts began entering criminal data in the **JIS Application** using a staggered approach from 1994 through 1995. The accuracy of the data goes back to 1997. Prior to 1997 the data may or may not be in JIS.

You need to be aware that mainly criminal cases from the superior courts are entered in the **JIS Application**. There may be some case type 2 cases that for money reasons or due to the filing of anti-harassment orders will show up.

In district and municipal court certain case types are eligible for archiving to off line storage two years after the disposition date. An archived case can only be restored by the court. You may contact the courts directly for further information regarding the archiving and destruction of records.

JIS is made up of three separate systems: Non-Civil Cases, Civil Cases, and JASS (Judicial Accounting Sub System).

NON-CIVIL CASES

Non-civil cases are based on a **statewide person-centered system**. Persons are added to the JIS and then cases are linked to the person record. To access a non-civil case, you must know either the case number or the name of a person associated with the case. Non-civil cases include criminal, DUI, infraction, domestic violence, and anti-harassment cases. Non-civil cases in the district and municipal courts have a unique person name code type of IN.

CIVIL CASES

District and municipal court civil cases are based on a **court-specific system** (they are **Not** filed statewide). Civil parties are added to civil cases within a court. Civil parties are not shared statewide by other JIS courts. To locate civil cases for a party, you must sign on to a specific court and then search for the case in that court. Civil cases include small claims, domestic violence, vehicle impounds, name changes, anti-harassment petitions, and lien foreclosures. Civil cases in the district and municipal courts have a unique person name code type of CV.

JASS (JUDICIAL ACCOUNTING SUB SYSTEM)

This accounting system is used by courts to handle cases and monies associated with a case.

Seattle Municipal Court (SMC) Cases

You may see cases for SMC listed on screens for a defendant in JIS (SMC###). However, cases from that particular court are uploaded into JIS as opposed to actually being filed on the system. You will merely see a case number and name, but cannot access other typical JIS screens for SMC cases. The SMC uploads ONLY CN (criminal non-traffic) and CT (criminal traffic) case type information to the AOC--no civil or infraction cases are uploaded.

Terminal Emulator Software

JIS-Link customers must log on to the AOC mainframe computer to access JIS applications. To do so, they must use emulator software to connect to the AOC mainframe. Emulator software is used to interface between a PC and the AOC mainframe server. The AOC provides two emulator software options to accommodate customers' needs: BlueZone (Windows-based) and Z-Web Host (Internet-based).

Access JIS-Link via BlueZone (Recommended)

- BlueZone includes the ability to view mainframe Help windows.
- First time use of BlueZone requires a software download prior to logging on to JIS. You will need to disable pop-up blocker software during installation of BlueZone.
- BlueZone cannot be used for Macintosh (MAC) Computers without using Windows Emulator Software, such as "Microsoft Virtual PC for Mac 7.0 with Windows XP Professional," as an interface between Macintosh O/S and Windows O/S.
- This is the 1 option at www.courts.wa.gov/jislink page.

Access JIS-Link via Z-Web Host

- Mainframe Help windows are not accessible from Z-Web Host.
- Z-Web Host does not use the PC keyboard to perform mainframe functions; you must use the keyboard on the screen.
- No software to download for Z-Web Host.
- This is the 3 option at www.courts.wa.gov/jislink page.

Accessing JIS-Link via BlueZone

Installation Requirements

You must have local administrative rights to download. If you do not have these rights, your IT staff will need to grant them to you. They can remove the rights once the download is complete.

Pop-up blockers must be turned off

Windows XP must have at least service Pack 2 (SP2)

Enable ActiveX controls for Windows XP or Windows 7. If ActiveX controls cannot be set with your Internet Browser you will need to find one that does allow this or use Z-Web Host.

- Enable automatic prompting for ActiveX controls.
- Enable or prompt download signed ActiveX controls.
- Enable or prompt run ActiveX controls and plug-ins.
- Enable or prompt script ActiveX controls marked safe for scripting.

Add <http://www.courts.wa.gov> to your browser's trusted sites.

May need to turn off virus checker.

Google or Yahoo toolbars sometimes interfere with the download, so you may have to disable these toolbars for the install.

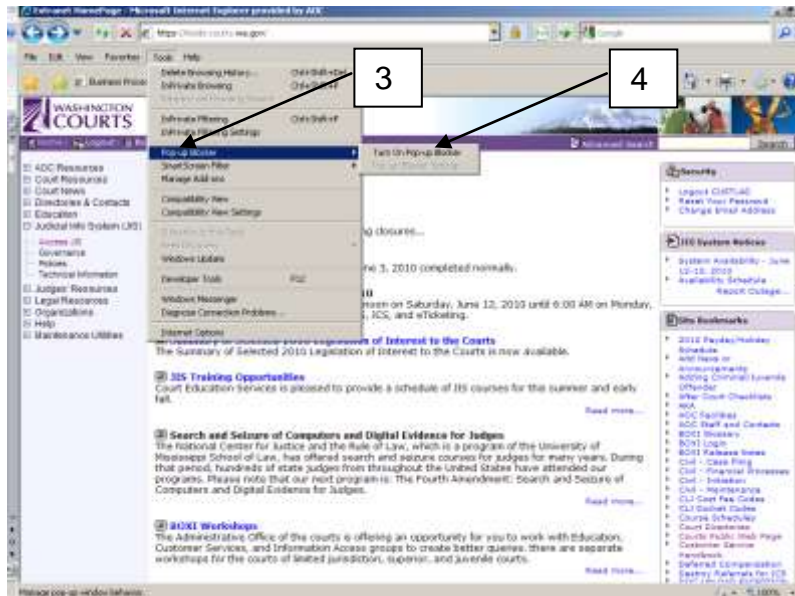
BlueZone is not compatible with Macintosh/Apple PCs unless using Windows Emulator Software, such as "Microsoft Virtual PC for Mac 7.0 with Windows XP Professional," as an interface between Macintosh O/S and Windows O/S.

Install Bluezone 5.1 for JIS Link Customers

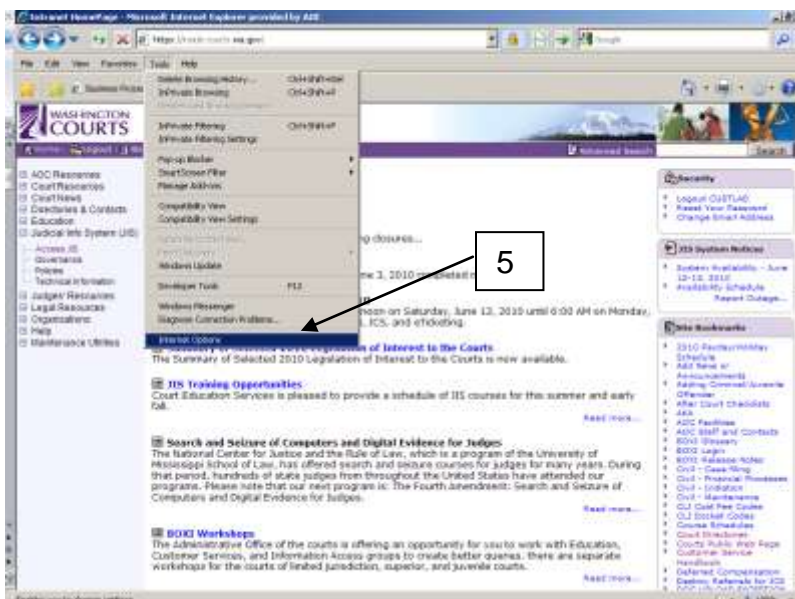
These instructions were written with the assumption that the customer is using Internet Explorer 6, 7, or 8. AOC does not support any other web browsers other than Internet Explorer.

Check Internet Explorer Settings prior to Installing BlueZone.

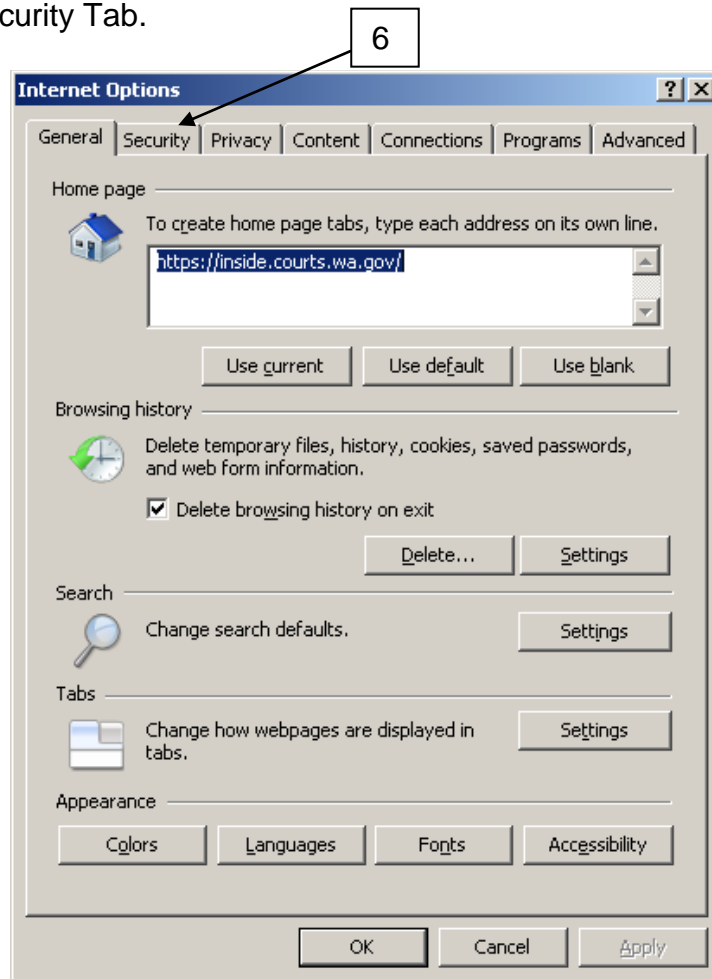
1. Make sure that your Windows Login Profile has Local Administrator Permissions while you load the software. Bluezone is a Profile Specific Software.
2. Open Internet Explorer.
3. Select Tools > Pop-up Blocker.
4. Make sure the Pop-up Blocker is turned off.



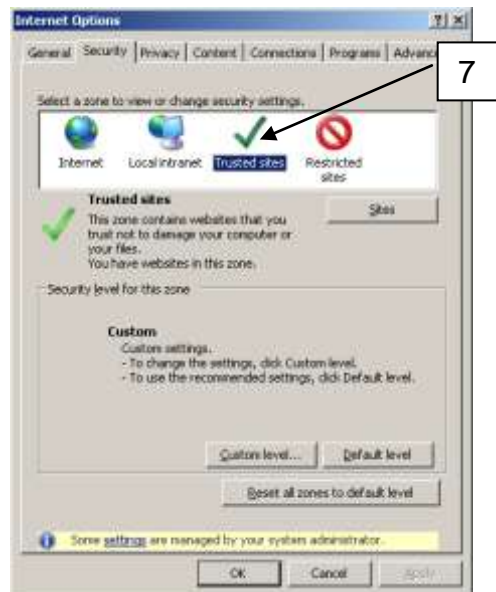
5. Select Tools > Internet Options



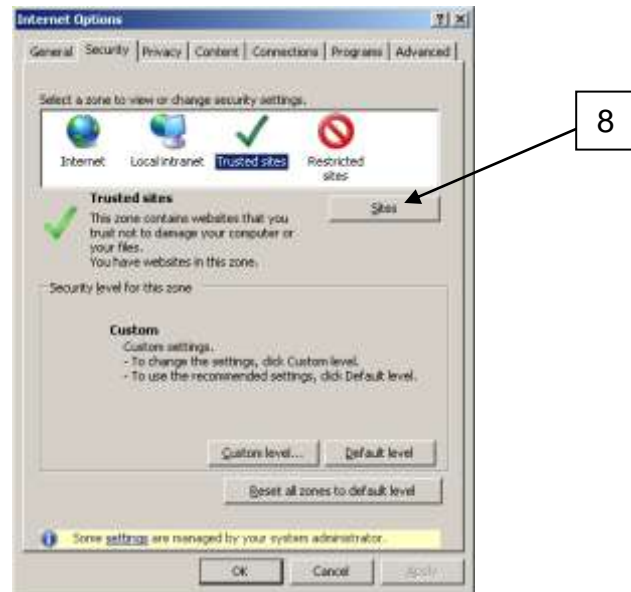
6. Select the Security Tab.



7. Under “Select a zone to view or change security settings” select Trusted Sites

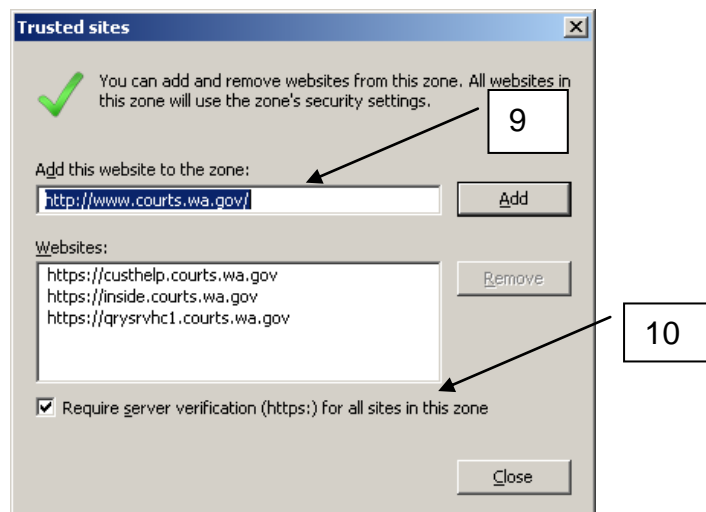


8. Select the Sites button

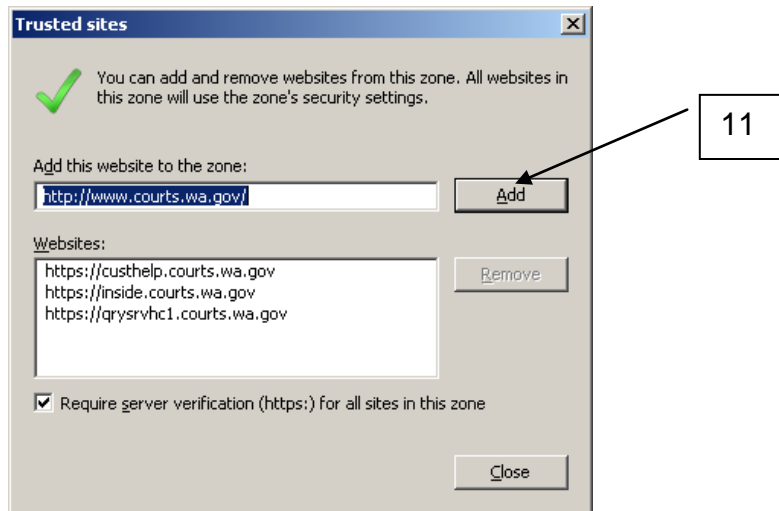


9. In the “Add this website to the zone” field, type the following address:
<http://www.courts.wa.gov>.

10. Uncheck the “Require server verification (https:) for all sites in this zone.”



11. Click the **Add** button



12. Click Close

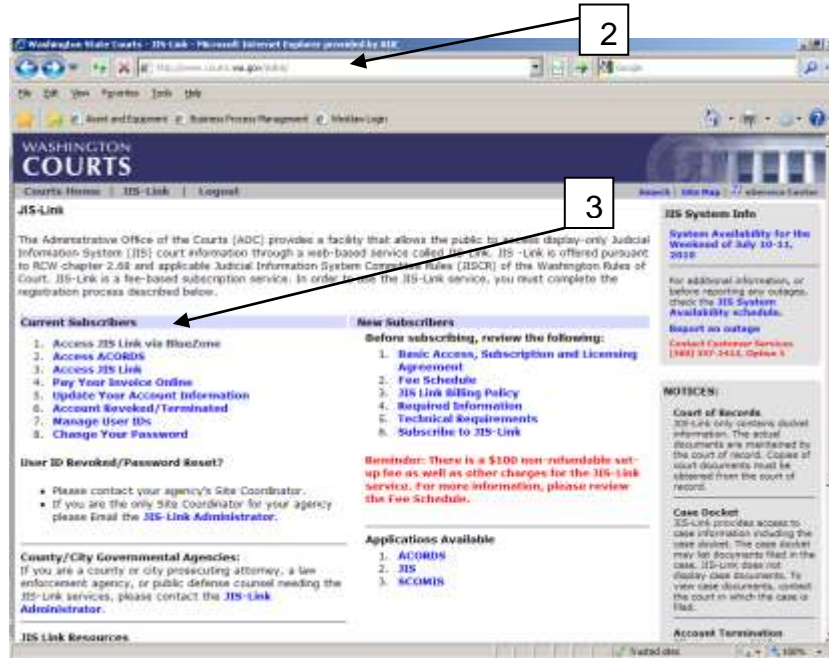
13. Click Apply then OK.



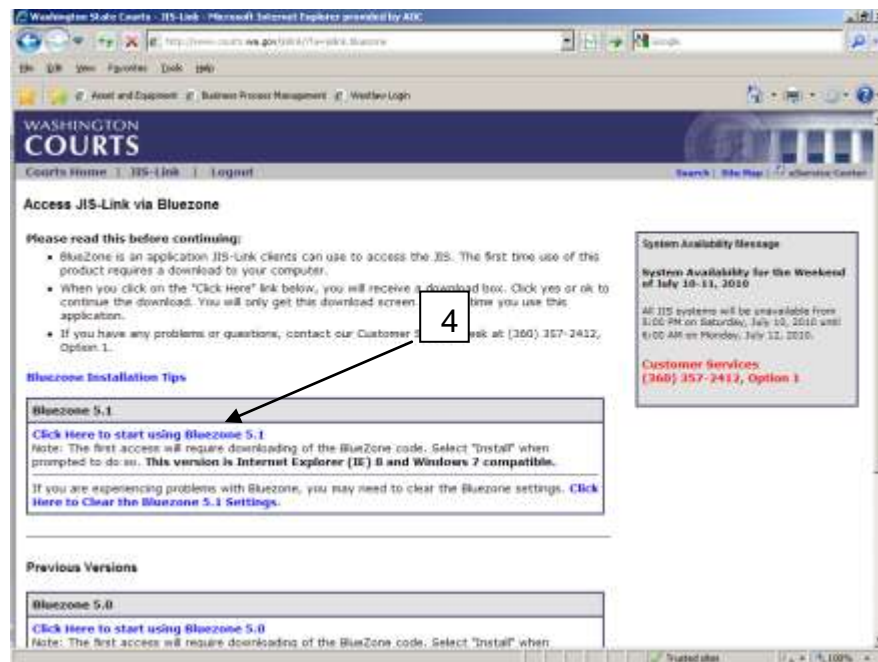
1. Open Internet Explorer.

2. At the Address Line type <http://www.courts.wa.gov/jislink>

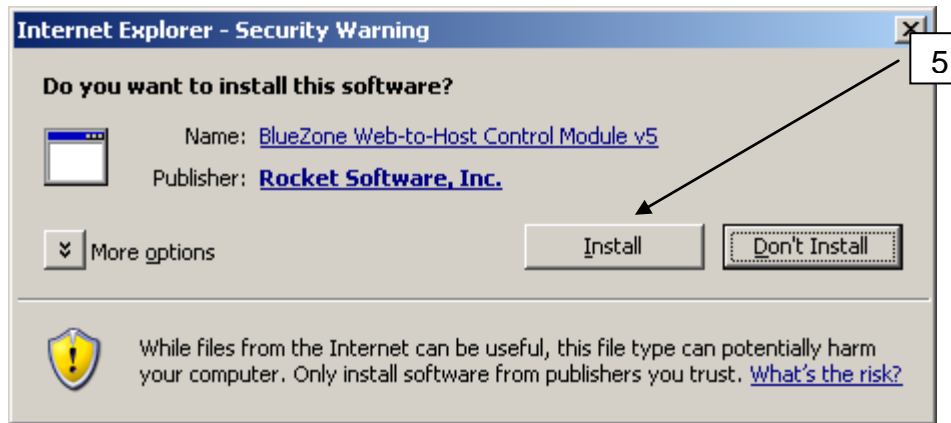
3. Under Current Subscribers, select 1. Access JIS-Link via Bluezone



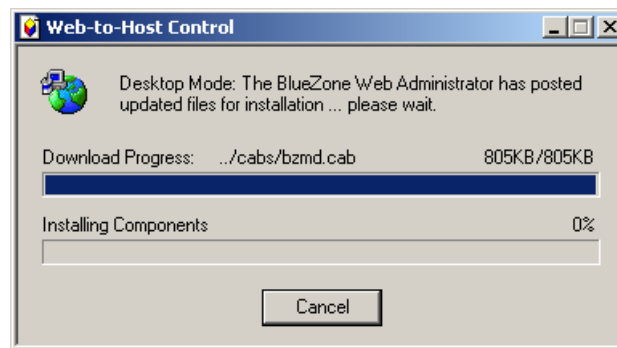
4. Under Bluezone 5.1, select Click Here to start using Bluezone 5.1.



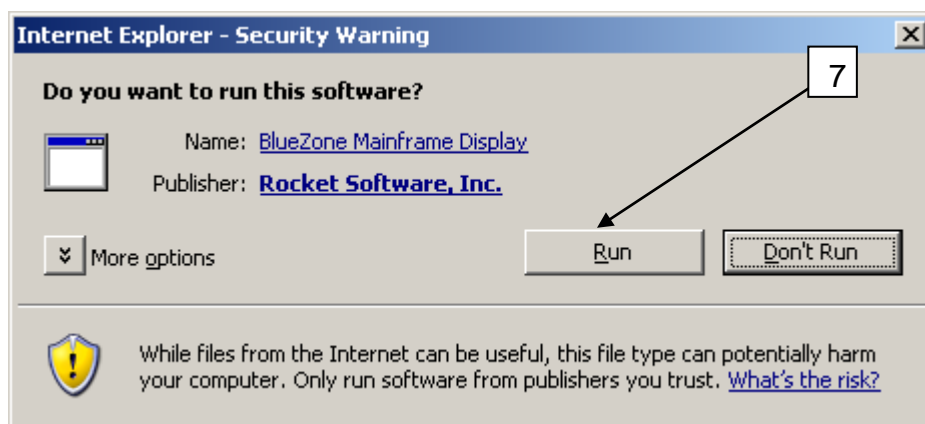
5. Select Install on the “Internet Explorer – Security Warning” screen.



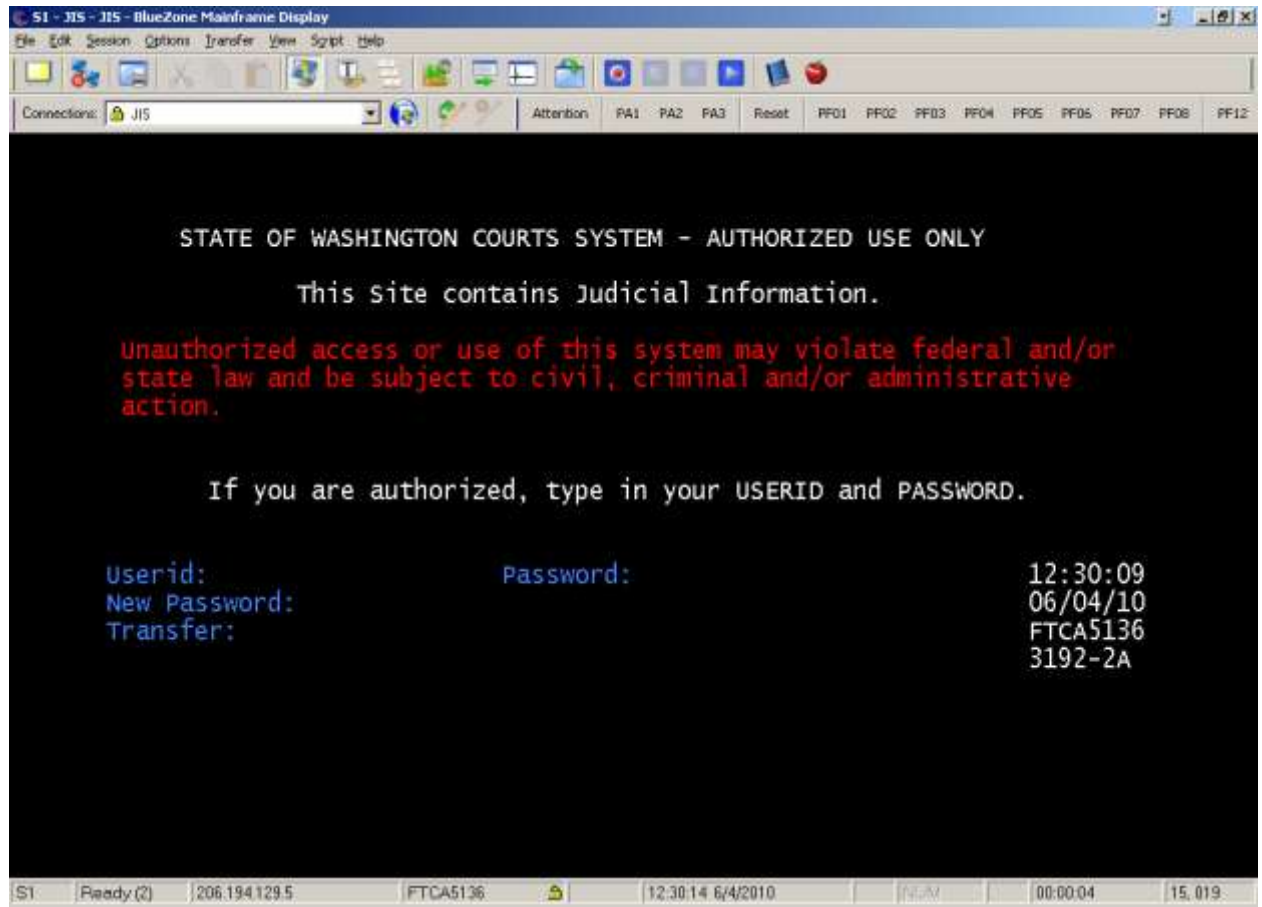
6. You will see the progress of the install on the “Web to Host Control” screen.



7. When the install completes select Run on the “Internet Explorer – Security Warning” screen.



8. If the Install went well you will see a screen similar to the one below. You will also see an icon on your desktop with the name "Access JISLink".



To Clear Bluezone Settings

Reasons why you may need to clear the BlueZone settings.

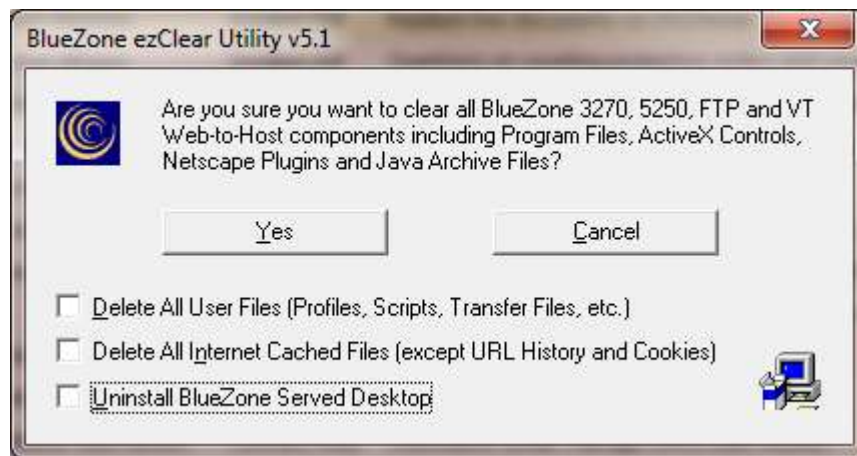
- A. The icon on your desktop is corrupted, you receive an error when you double click on it or nothing happens.
 - B. You want to upgrade to the current BlueZone version.
1. Go to our web site www.courts.wa.gov/jislink
 2. On the left side under Current Subscribers click **1. Access JIS Link via BlueZone**
 3. Under BlueZone 5.1 Look for the sentence that states” If you are experiencing problems with Bluezone, you may need to clear the BlueZone settings. Click Here to Clear the BlueZone 5.1 Settings.”
 4. Click **Here to Clear the BlueZone settings**
 5. The following window will display: File Download – Security Warning “Do you want to run or save this file?”



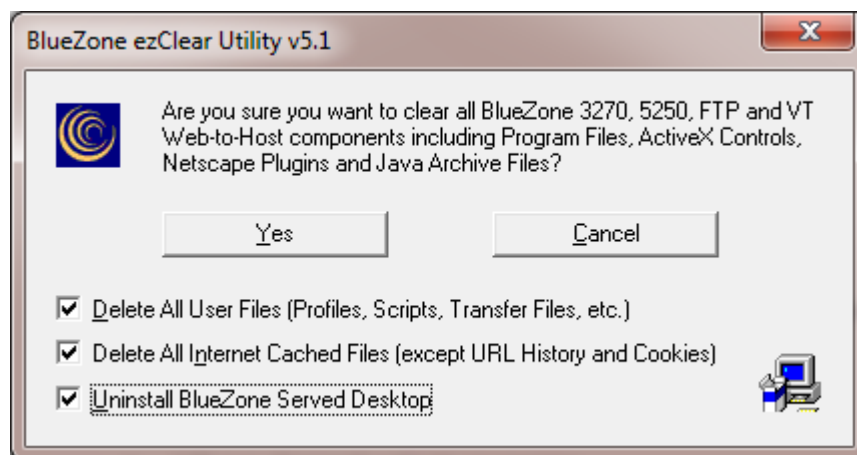
6. Click **Run**
7. The following pop-up window will display: Internet Explorer –Security Warning “Do you want to run this software?”



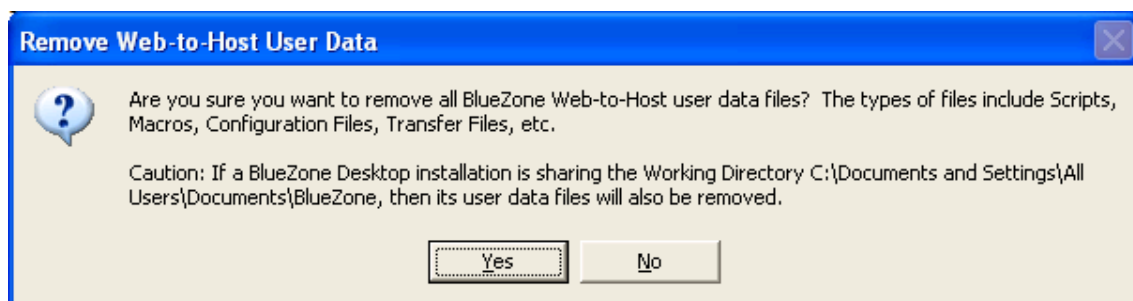
8. Click **Run**
9. The following pop up window will display: Bluezone ezClear Utility v 5.1 “Are you sure you want to clear all BlueZone”



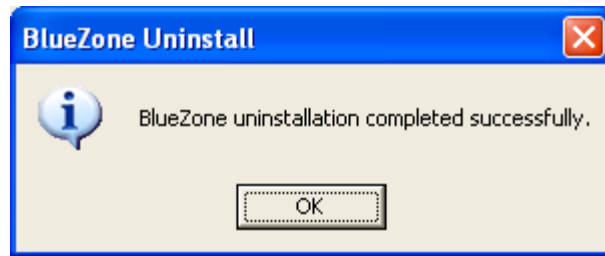
10. Check All the boxes



11. Click **Yes**
12. Pop-up window Remove Web-to-Host User Data will display.

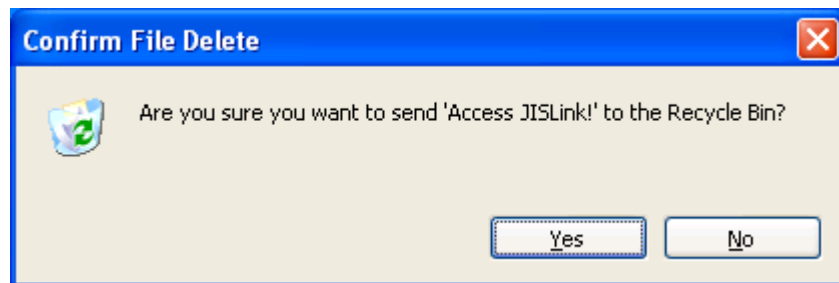


13. Pop-up Window BlueZone Uninstall displays.



14. Click **OK**

15. Delete the icon Access JISLink from your Desktop (right mouse click the icon then left click Delete. When prompt Confirm File Delete, click **Yes**).

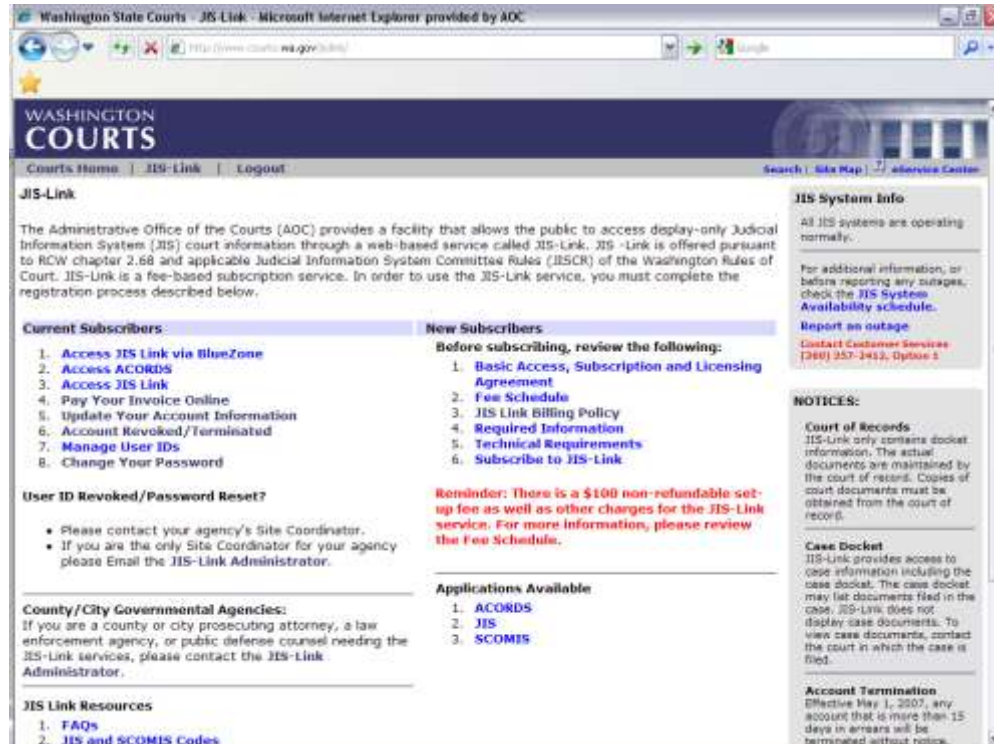


16. Reboot PC

Z-Web Host

Use Z-Web Host only if you have a MacIntosh Computer (MAC) without the Windows emulator software, otherwise we recommend you access via Bluezone.

Connecting to the AOC Mainframe Computer.



1. Select the 3. **Access JIS-Link** link.
2. If this is the first time you are connecting to AOC, you may need to accept the security certificate when prompted.
3. Continue with the steps below for Logging on at the AOC Screen.

Logging on at the AOC Screen

INFORMATION SYSTEM
JUDICIAL
JIS-Link Logon Screen

Userid: Password:
New Password:
Transfer:

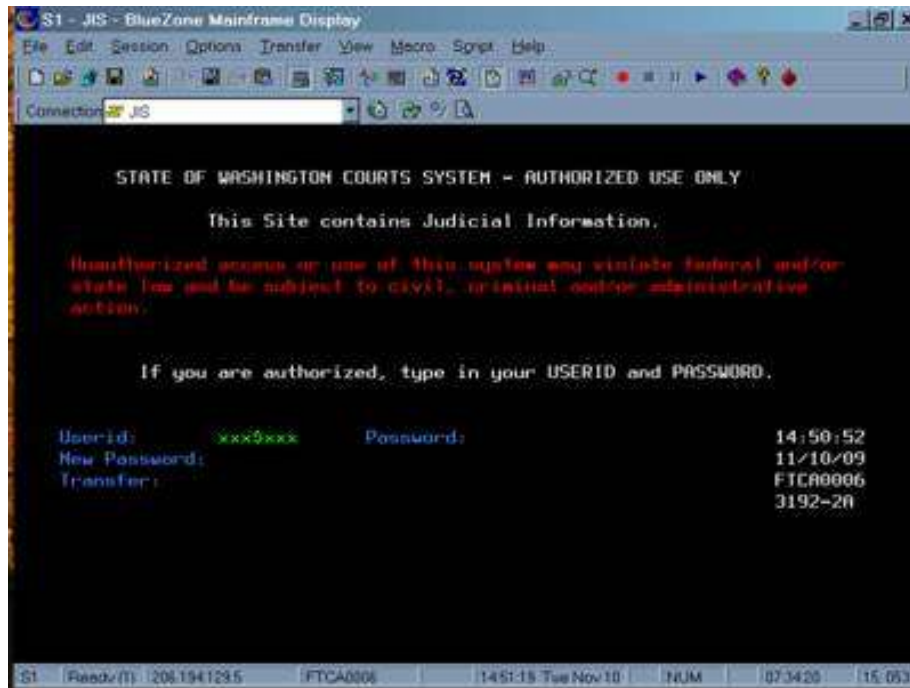
08:36:28
07/23/04
FTCI2398
3278-2

Enter PA1 PA2 Clear Refresh Disconnect
PF01 PF02 PF03 PF04 PF05 PF06 PF07 PF08 PF09 PF10 PF11 PF12
PF13 PF14 PF15 PF16 PF17 PF18 PF19 PF20 PF21 PF22 PF23 PF24

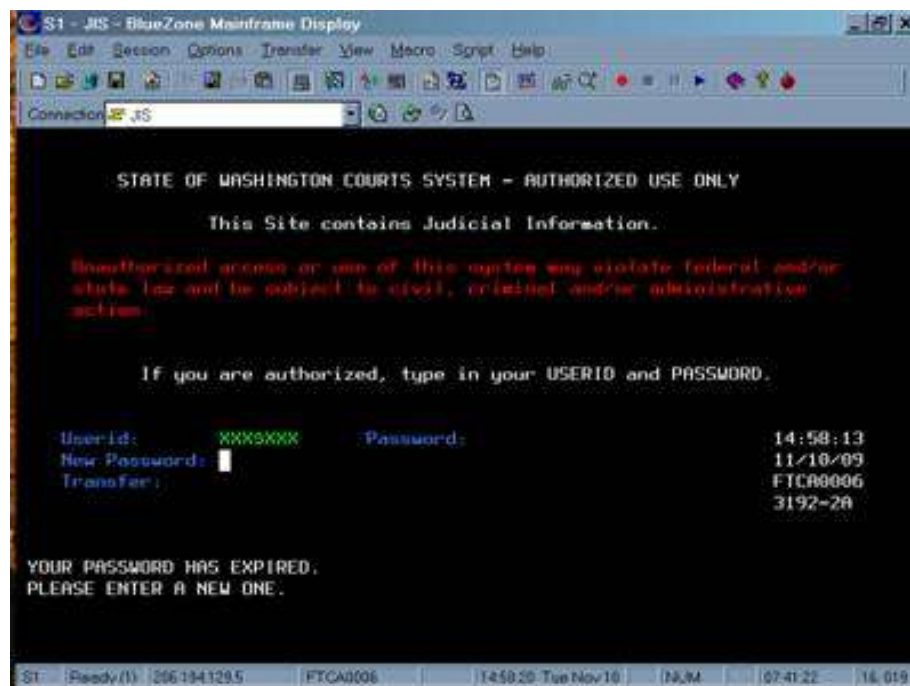
- Z-Web Host is more compatible with PCs that have pop-up blocker software and must be used if a MAC is being used without Windows Emulator Software.
 - Mainframe Help windows are not accessible from Z-Web Host.
 - Z-Web Host does not use the PC keyboard to perform mainframe functions.
 - No software downloads for Z-Web Host.
 - If you use Z-Web Host, the mainframe special function keys display as buttons on every Z-Web Host screen. Use your mouse (or the <**TAB**> key) to access these functions.
4. Search JIS and SCOMIS as instructed in the respective sections of this manual.

JIS-LINK First Time Login

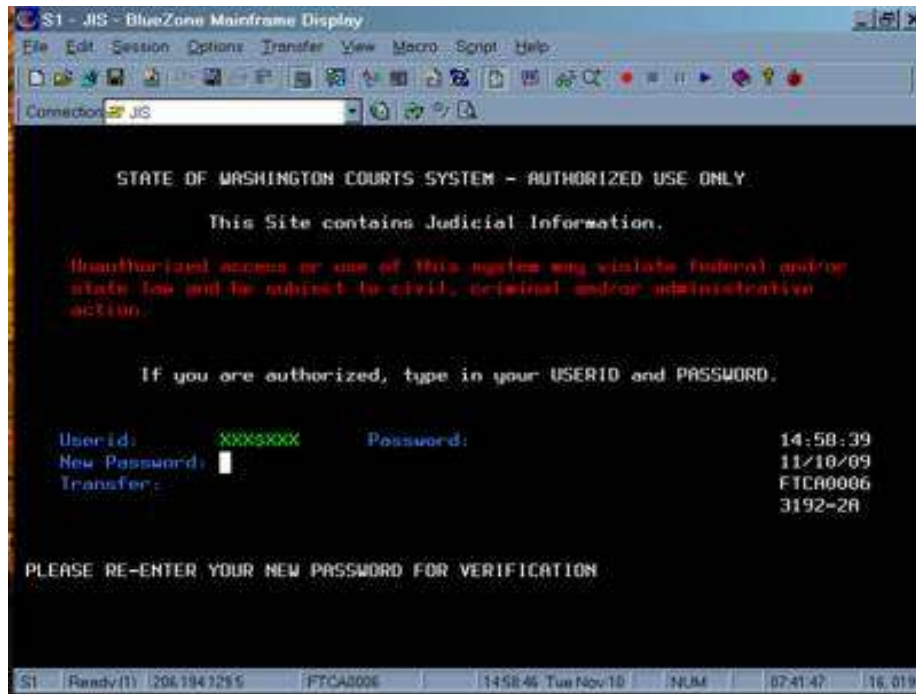
1. When you log on for the first time (whether using a new ID or a password that has been reset), use the ID as your password (in lowercase), and press ENTER. (*Do not enter new password yet.*)



2. You will receive a message "Your password has expired. Please enter a new one." at the bottom left of the screen. At that point type a new password in the new password field, and press ENTER.



Another message will display, "Please re-enter your password for verification." Type the password again in the new password field and press ENTER.



Password Standards:

Passwords must be **EXACTLY 8 characters**.

Passwords must contain at least one alphabetic & one numeric character. We recommend that you do not start with a number.

Passwords must not contain the customer's login name, or any part of the customer's full name. In other words, passwords may not contain any three or more consecutive characters from your name as it appears in the RACF (user ID) database. For example, customer "John Smith" may not use the consecutive characters "Joh", "John", "Smi", "Smit", or "Smith" as part of his password.

The following special characters are allowed, but NOT required: @, #, \$.

Passwords must be changed at least every 90 days.

The last 10 passwords used by an individual must be unique.

We recommend you use LOWER case letters in your password.

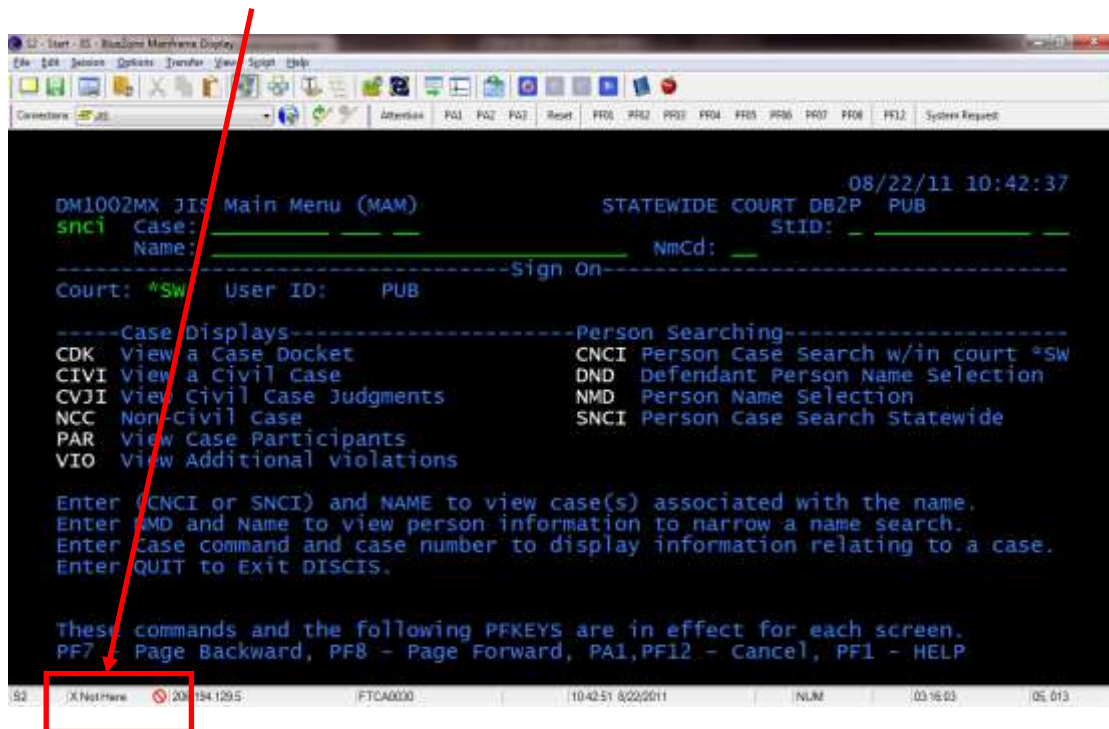
You cannot change your password if your account is revoked or you forgot your password. Your site coordinator will need to reset your password. After five attempts to log in with an incorrect password, the user ID will be revoked. If this happens, you will need to contact your Site Coordinator to have your password reset.

If you have any questions; please have an authorized Site Coordinator or Alternate Coordinator from your agency, contact our Customer Services at 360-357-2412, Option 1.

To Maneuver in the JIS Application - (F4)

The below screen shots and keystrokes are for 1. Accessing JIS-Link via Bluezone. Not the web to host, 3. Access JIS Link.

You should use the Tab key to move to a field. If you point and click and are not in the exact position in the field and you begin to type, you will lock up (bottom left of your screen will be an 'X Not Here' and a red circle with a line). To unlock press the Esc key then the Home key and Tab to the field.



F1 - Help Screen. Place your cursor on 'certain' words and press F1 and it will tell you the meaning.

F2 - Clears the screen in JIS if you are at the JIS Main Menu (MAM)

F3 - will close the help screen or changes the court name back to *SW if you are at the JIS Main Menu (MAM)

F7 - Page Back

F8 - Page Forward

F12 - Takes you back a screen (Back to the JIS Main Menu (MAM))

Page Up - Key Takes you back to the JIS Main Menu (MAM)

Page Down - Key toggles between applications. If you have JIS and SCOMIS open it will toggle between the two.

Shift/F3 - will take you to the TPX Menu

Accessing the JIS TPX Menu

This screen is known as the TPX Menu.



There are 3 different options that can be used to access either JIS or SCOMIS. They are as follows:

1. At the Command ==> type the desired command (I.E. JIS, SCOMIS) and press <ENTER>.
2. Place the cursor anywhere on the same line as the command you want to open and press <ENTER>.
3. Press the Function key on your keyboard that corresponds to the Sesskey number listed (I.E. F1, F4).

JIS COMMANDS/SCREENS

COMMAND	TITLE	WHEN TO USE COMMAND
CDK	Case Docket Inquiry	To view a chronologic record of case activity for civil or non-civil cases in a district or municipal court.
CIVI	Civil Case Inquiry	To view filing information for a civil case including all parties in a district or municipal court.
CNCI	Court Name/Case Index	To view a list of civil cases for one or more persons in a specific district or municipal court.
CVJI	Judgment Disposition Inquiry	To view all civil judgments for civil cases in a district or municipal court.
DND	Defendant Name Duplicate	To view names, name codes, and defendant identifying data that are possible matches to search criteria entered in the Command Area.
MAM	Main Menu	The JIS Main Menu (MAM) displays a list of public access commands.
NCC	Case Filing Inquiry	To view filing information for non-civil cases in a district or municipal court.
NMD	Name Duplicate	To view names and name codes of individuals that are possible matches to search criteria entered in the Command Area.
PAR	Case Participants Inquiry	To view a list of participants in a civil or non-civil case.
SNCI	State Name Case Index	To view a statewide list of non-civil cases associated with a Person record.
VIO	Additional Violations Inquiry	To view filing information for all violations in a non-civil case in a district or municipal court.

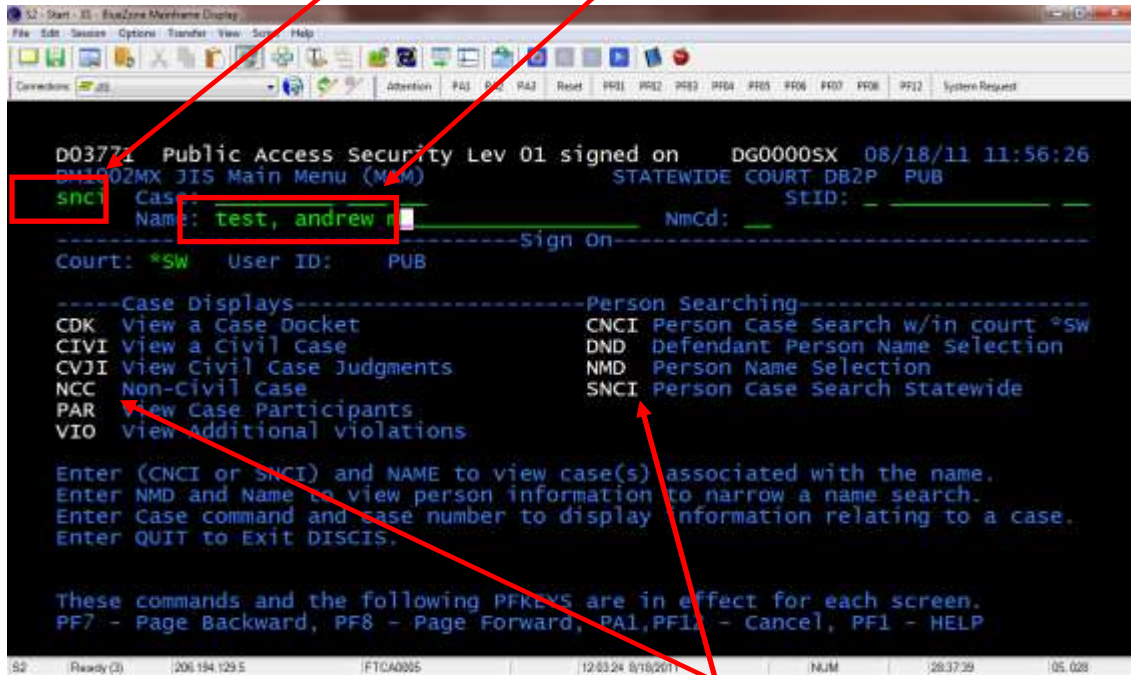
Non-Civil Cases

The following screens are available for viewing non-civil cases:

- CDK Case Docket
- NCC Case Filing Inquiry
- PAR Case Participants
- VIO Additional Violations

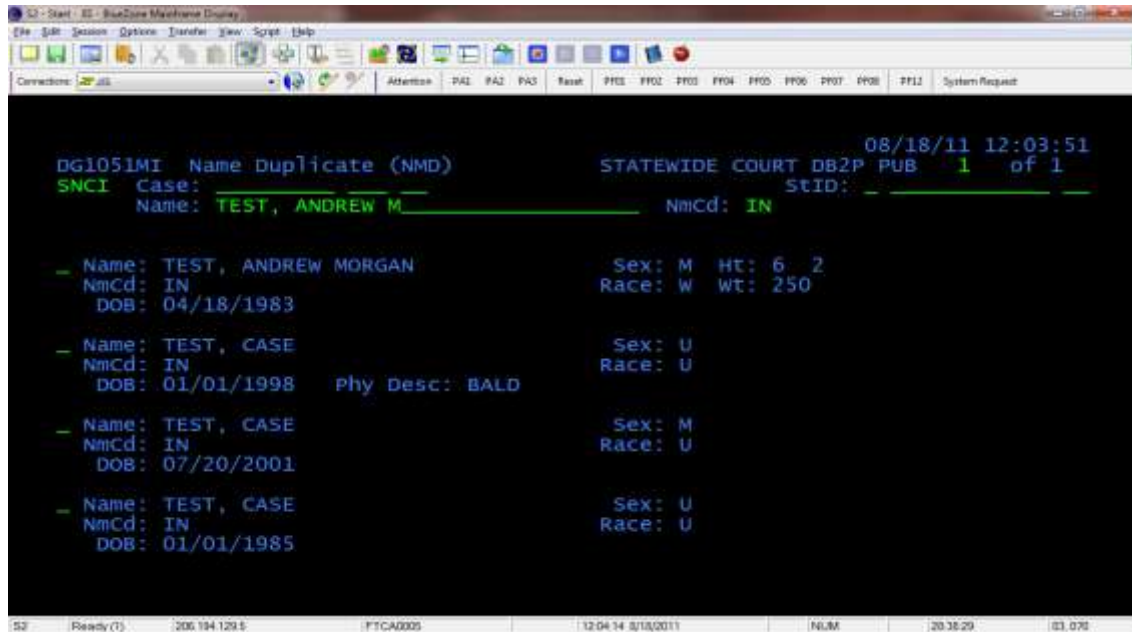
Statewide Search Using the Name: SNCI

1. On the JIS Main Menu screen (MAM), type **SNCI** in the Command field (top left space____) and press <TAB> until the cursor is positioned in the Name field.
2. Type the **name** of the person using the format of **LASTNAME, FIRSTNAME** (note that there is a space after the comma and before the first name). If you include hyphens, apostrophes, and/or spaces in the name, you may also want to search again without those special characters. If searching for a company, just type the name.

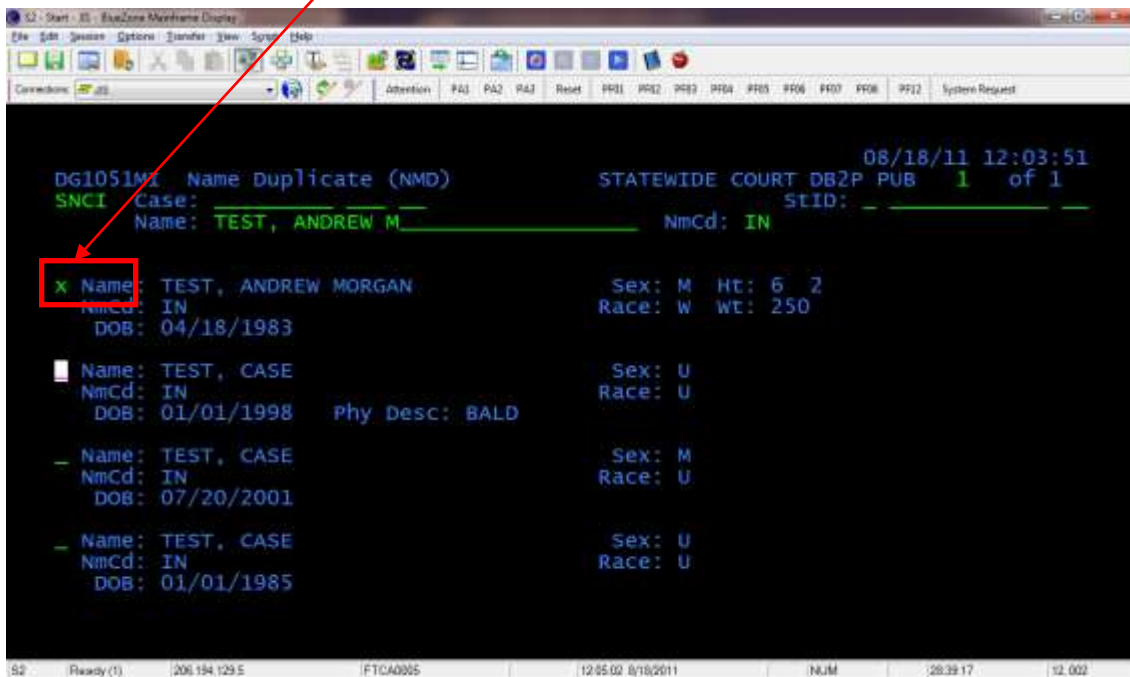


Note: If your screen looks like the above, the commands you have access to will be in white under Case Displays and Person Searching. Type the command in the upper left corner which is the Command Line.

3. Press <Enter> Result: The Name Duplicate Screen (NMD) displays:

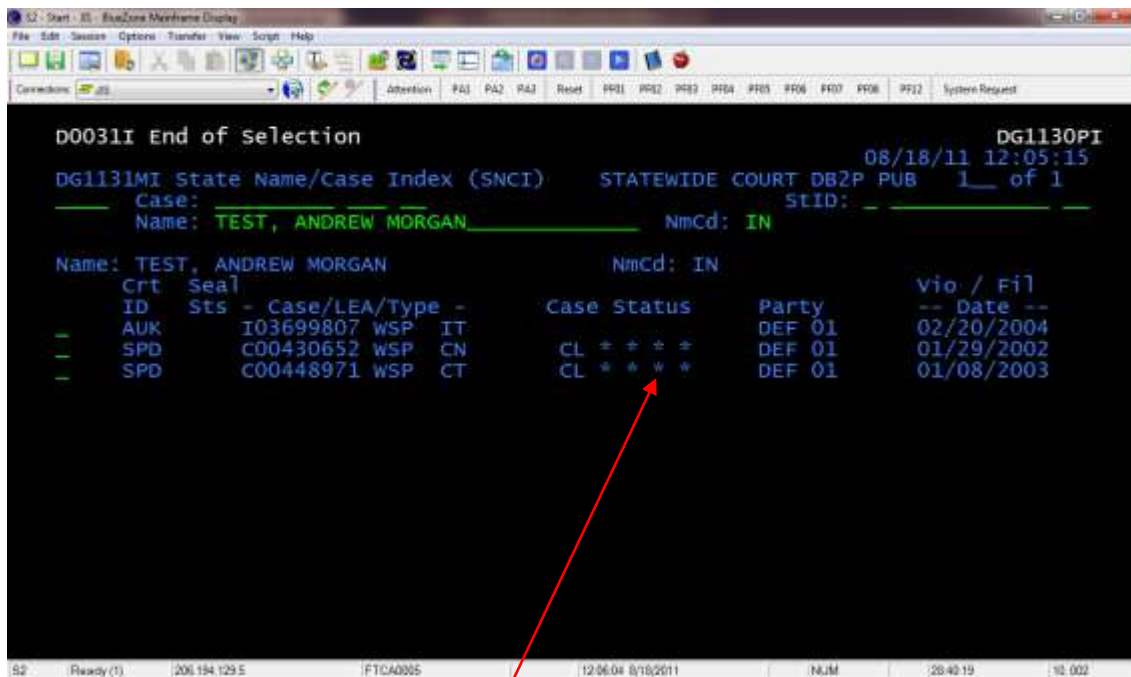


4. On the NMD screen, type X in-front of the desired name, press <Enter>



Note: If desired, press <F8> to display more names.

Result: The SNCI screen displays a list of cases associated with the selected name:



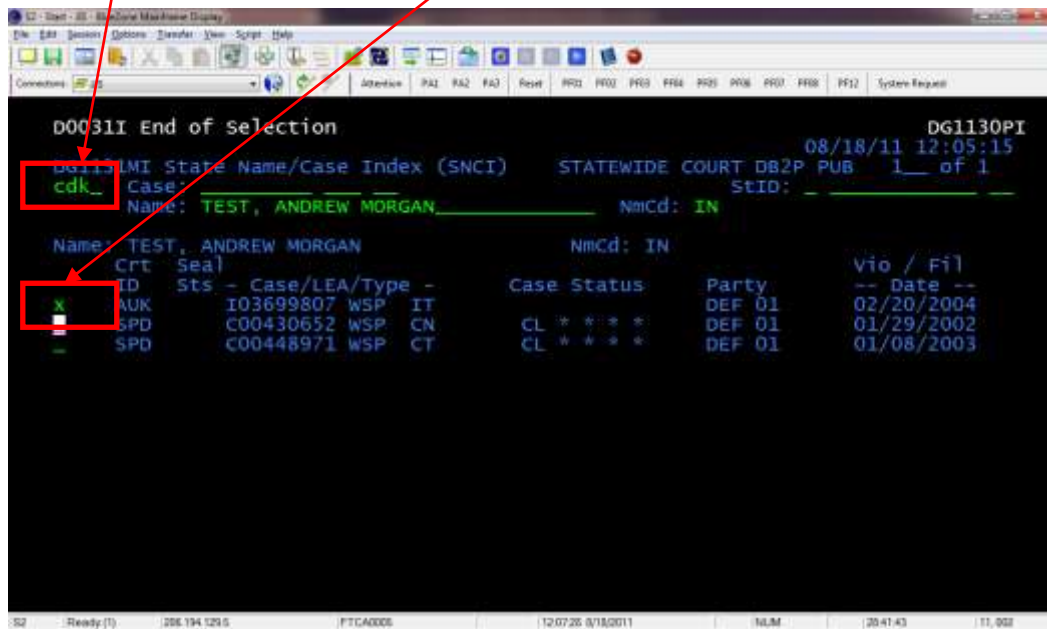
Note: If asterisks appear under Status, case is archived. You will need to contact the court where the case is filed to unarchive. If CL appears under case and no asterisks under status you may still be able to access the case. Also, under CRT ID if it begins with S01 through S39 it is a Superior Court case. You will need to display the docket in SCOMIS. Either write down the case number(s) or screen print the page with the case number(s). If you need information on a court name from the three digit court id, please see the JIS/SCOMIS Codes Court IDs located at http://www.courts.wa.gov/jislink/index.cfm?fa=jislink.codeview&dir=clj_manual&file=courts for that information. You can also put the cursor on the three digit Crt ID and press F1 (help) to find the actual court name.

Result of putting the cursor on SPD and pressing F1.

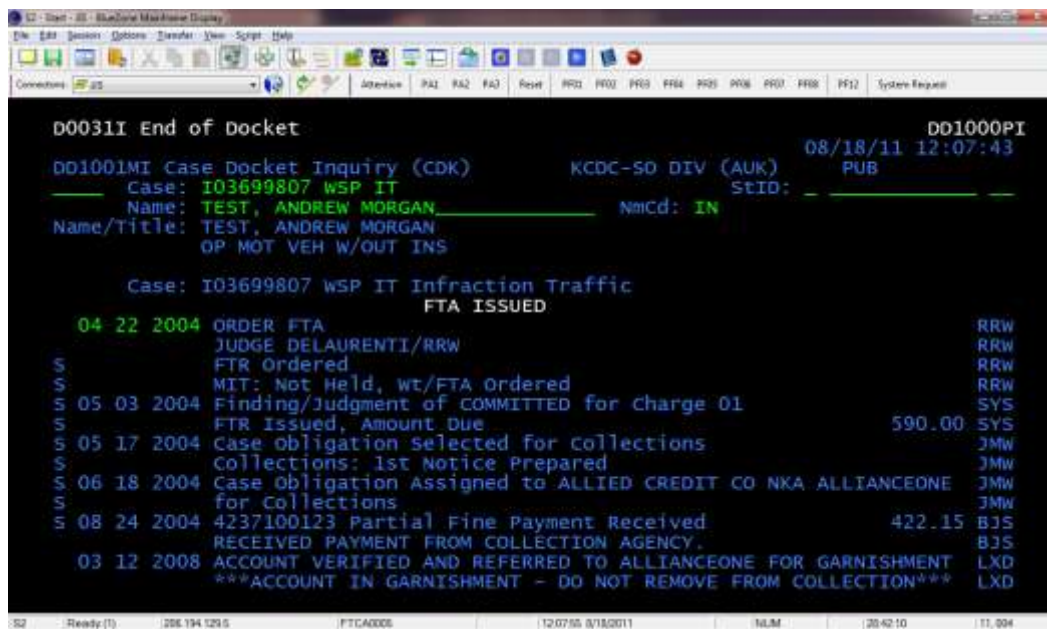


Press F3 to close the Help Screen.

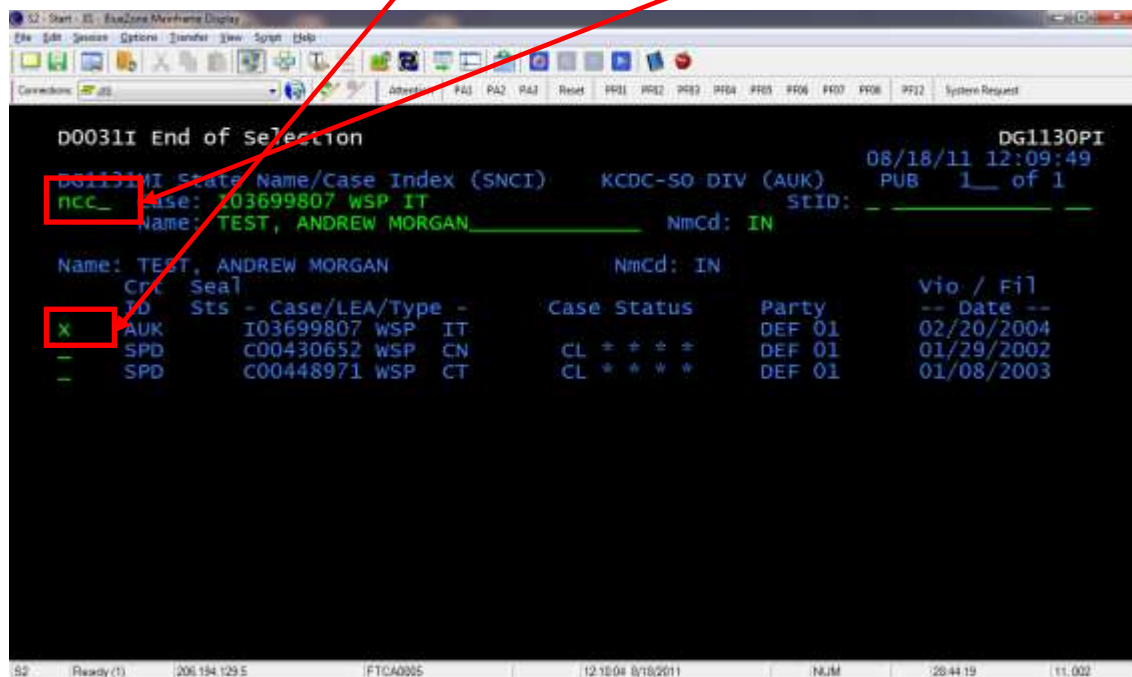
- Use the <F8> and <F7> keys as needed to page forward and back through the cases.
- Tab to the case you need to display, type an **X** in the first position of the row at the (_). Press the Home key on your keyboard and it should take you to the top left command line. Type **CDK** (to view the court docket entries)



- Press <Enter> Result: The Case Docket Inquiry screen (CDK). You will always come into the end of the docket. Press F7 to page back.



8. If you need to return to the SNCI screen with the list of cases associated with the selected name. Press the Home key on your keyboard, your cursor should be in the top left position. Type **SNCI** <Enter>. Or, if you are done with this case and need to get back to the beginning of JIS to search another name, press the **Page Up** key on your keyboard.
9. To perform a statewide search on another name, make sure the court is back to ***SW**, press **F3** to achieve that. Press **F2** to clear all fields then follow step 1 from above. Or if you need to continue looking at more information on this person, continue with step 10.
10. The **NCC** command: Displays Violation Date, Description, DV, Bail, Plea/Response-Finding/Judgment, Amount Due, Officer, Address. Type NCC at the command then tab to the case and type an X.



11. Press <Enter>

12. Result:

```

12 - Start - 85 - BlueZone Mainframe Display
File Edit Session Options Transfer View Script Help
Connections: [Icons] Attention PA1 PA2 PA3 Reset PR1 PR2 PR3 PR4 PR5 PR6 PR7 PR8 PR12 System Request

DN1001MI Case Filing Inquiry (NCC)                                08/18/11 12:08:47
Case: 103699807 WSP IT                                           PUB 1 of 1
Name: TEST, ANDREW MORGAN                                         NmCd: IN
                                                                 FTA ISSUED
Filing Date: 02 24 2004      Case Type: IT      Infraction Traffic
Case      : 103699807 WSP      Jur: KIN      Orig Agency No.:
Name Code : IN              Party: DEF 1
Name      : TEST, ANDREW MORGAN
Address   : 2532 DOUHLAS AVE APT 102
City/St/Zip: BELLINGHAM      WA 98225      Sex: M  DOB: 04 18 1983

Viol Date : 02 20 2004      Speed in a Zone      Accident: N
---Violation-----Description-----DV---Bail-----Plea/Response-Finding/Jdgmnt
46.30.020      OP MOT VEH W/OUT I N      538.00      C 05 03 2004

Amt Due :      538.00      Case Disposition:
Officer : 00724 PURCELL, ERIC B

:82 Ready (1) :206.194.129.5 :FTCA0005 :12:08:50 8/18/2011 :NUM :20:43:05 :04.002
  
```

13. To return to the case listing for this person, type **SNCI** in the command field <Enter>. OR you can continue with this case.

```

12 - Start - 85 - BlueZone Mainframe Display
File Edit Session Options Transfer View Script Help
Connections: [Icons] Attention PA1 PA2 PA3 Reset PR1 PR2 PR3 PR4 PR5 PR6 PR7 PR8 PR12 System Request

DN1001MI Case Filing Inquiry (NCC)                                08/18/11 12:10:16
Case: 103699807 WSP IT                                           PUB 1 of 1
Name: TEST, ANDREW MORGAN                                         NmCd: IN
                                                                 FTA ISSUED
Filing Date: 02 24 2004      Case Type: IT      Infraction Traffic
Case      : 103699807 WSP      Jur: KIN      Orig Agency No.:
Name Code : IN              Party: DEF 1
Name      : TEST, ANDREW MORGAN
Address   : 2532 DOUHLAS AVE APT 102
City/St/Zip: BELLINGHAM      WA 98225      Sex: M  DOB: 04 18 1983

Viol Date : 02 20 2004      Speed in a Zone      Accident: N
---Violation-----Description-----DV---Bail-----Plea/Response-Finding/Jdgmnt
46.30.020      OP MOT VEH W/OUT I N      538.00      C 05 03 2004

Amt Due :      538.00      Case Disposition:
Officer : 00724 PURCELL, ERIC B

:82 Ready (1) :206.194.129.5 :FTCA0005 :12:10:33 8/18/2011 :NUM :20:44:48 :04.004
  
```

14. The **PAR** Command (Participant Inquiry shows all parties involved).
At the command line type **PAR** then tab to the case you need to view
and mark it with an **X** <Enter>

```

D0031I End of Selection
                                DG1130PI
                                08/18/11 12:10:48
                                PUB 1 of 1
DG1131MI State Name/Case Index (SNCI)   KCDC-SO DIV (AUK)
par Case: 103699807 WSP IT              Stid:
Name: TEST, ANDREW MORGAN              NmCd: IN

Name: TEST, ANDREW MORGAN              NmCd: IN
  Crt Seal
  ID Sts - Case/LEA/Type -           Case Status      Party      vio / Fil
  AUK I03699807 WSP IT              CL * * * *      DEF 01      -- Date --
  SPD C00430652 WSP CN              CL * * * *      DEF 01      02/20/2004
  SPD C00448971 WSP CT              CL * * * *      DEF 01      01/29/2002
  SPD C00448971 WSP CT              CL * * * *      DEF 01      01/08/2003
  
```

15. Results

```

DG1201MI Participants Inquiry (PAR)
Case: 103699807 WSP IT   Csh:
Name: TEST, ANDREW MORGAN NmCd: IN
                                08/18/11 12:11:17
                                PUB 1 of 1
                                KCDC-SO DIV (AUK)
                                Pty: DEF 1 Stid:

Case: 103699807 WSP IT

SEL      Parties              NmCd      Bgn Eff Dt End Eff Dt
-----
DEF 1 TEST, ANDREW MORGAN      IN          02/20/2004
  
```

Type **SNCI** at the command <Enter> to return to the case listings for this person. OR
you can continue with this case.

- Additional Violation Inquiry (VIO). This screen provides the filing date, the original agency number, violation, description, DV, Plea/Response, and Findings/Jdgmnt

At the command type **VIO** then TAB to the case and mark it with an **X** <Enter>

```

D0031I End of Selection                                DG1130PI
ng1131M State Name/Case Index (SNCI)      KCDC-SO DIV (AUK)      08/18/11 12:12:24
VIO Case: 103699807 WSP IT                  PUB 1 of 1
Name: TEST, ANDREW MORGAN                      NmCd: IN

Name: TEST, ANDREW MORGAN                      NmCd: IN
Crt Seal
TS Sts - Case/LEA/Type -      Case Status      Party      vio / Fil
-- Date --
X AUK      I03699807 WSP IT      CL * * * *      DEF 01      02/20/2004
SPD      C00430652 WSP CN      CL * * * *      DEF 01      01/29/2002
SPD      C00448971 WSP CT      CL * * * *      DEF 01      01/08/2003

```

- Results

```

DN1011MI Addl Violations Inquiry (VIO)      KCDC-SO DIV (AUK)      08/18/11 12:12:46
Case: 103699807 WSP IT                      PUB 1 of 1
Name: TEST, ANDREW MORGAN                      NmCd: IN

Filing Date: 02 24 2004      Orig Agency No.:
Case      : I03699807 WSP IT      Infraction Traffic
Name      : TEST, ANDREW MORGAN
Name Code : IN      Party Code: DEF 1      Case Disposition:

Viol Date : 02 20 2004      Speed      in a      Zone      Accident: N

---violation-----Description-----DV-----Bail-----Plea/Response-Finding/Jdgmnt
46.30.020      OP MOT VEH W/OUT I N      538.00      C 05 03 2004

```


To Search with only the **Case Number**

Note: You must know the court name where the case is filed in order to use this search. And you must know the 3 digit court ID associated with the court name. Please see the JIS/SCOMIS Codes Court IDs located at http://www.courts.wa.gov/jislink/index.cfm?fa=jislink.codeview&dir=clj_manual&file=courts for that information.

1. On the JIS Main Menu (MAM) the top left space (___) is your command line. Type **CDK**, tab to the Case number, type the complete **case number** then tab to Court and put the **three digit court id** <Enter>

```
08/18/11 12:15:08
STATEWIDE COURT DB2P PUB
StID:
NmCd:
-----Sign On-----
Court: auk User ID: PUB
-----Case Displays-----
CDK View a Case Docket
CIVI view a Civil Case
CVJI view Civil Case Judgments
NCC Non-Civil Case
PAR view Case Participants
VIO view Additional violations
-----Person Searching-----
CNCI Person Case Search w/in court *SW
DND Defendant Person Name Selection
NMD Person Name Selection
SNCI Person Case Search Statewide

Enter (CNCI or SNCI) and NAME to view case(s) associated with the name.
Enter NMD and Name to view person information to narrow a name search.
Enter Case command and case number to display information relating to a case.
Enter QUIT to Exit DISCIS.

These commands and the following PFKEYS are in effect for each screen.
PF7 - Page Backward, PF8 - Page Forward, PA1,PF12 - Cancel, PF1 - HELP

(04,002)
```

2. Result: you will come into the end of the Case Docket Inquiry (CDK).

```

D0031I End of Docket
DD1001MI Case Docket Inquiry (CDK)          KCDC-SO DIV (AUK)      08/18/11 12:15:59
Case: I03699807 WSP IT                      Pub
Name:                                         NmCd:
Name/Title: TEST, ANDREW MORGAN
OP MOT VEH W/OUT INS

Case: I03699807 WSP IT Infraction Traffic
FTA ISSUED

04 22 2004 ORDER FTA                                RRW
JUDGE DELAURENTI/RRW                                RRW
S FTR Ordered                                        RRW
S MIT: Not Held, Wt/FTA Ordered                      RRW
S 05 03 2004 Finding/Judgment of COMMITTED for charge 01  SYS
S FTR Issued, Amount Due                               590.00 SYS
S 05 17 2004 Case Obligation Selected for Collections    JMW
S Collections: 1st Notice Prepared                     JMW
S 06 18 2004 Case Obligation Assigned to ALLIED CREDIT CO NKA ALLIANCEONE JMW
S for collections                                       JMW
S 08 24 2004 4237100123 Partial Fine Payment Received    422.15 BJS
RECEIVED PAYMENT FROM COLLECTION AGENCY.              BJS
03 12 2008 ACCOUNT VERIFIED AND REFERRED TO ALLIANCEONE FOR GARNISHMENT LX0
***ACCOUNT IN GARNISHMENT - DO NOT REMOVE FROM COLLECTION*** LX0

```

3. Press **F7** (Page Back) until you reach the beginning of the docket. You can use the same commands as above to receive more information.

Note: If you need a copy of the information provided on any of these screens you will need to use the Print Screen (PrtScn) key on your keyboard. If you need all the information in one document you will need to utilize Word or equivalent software and copy/paste the information to the document.

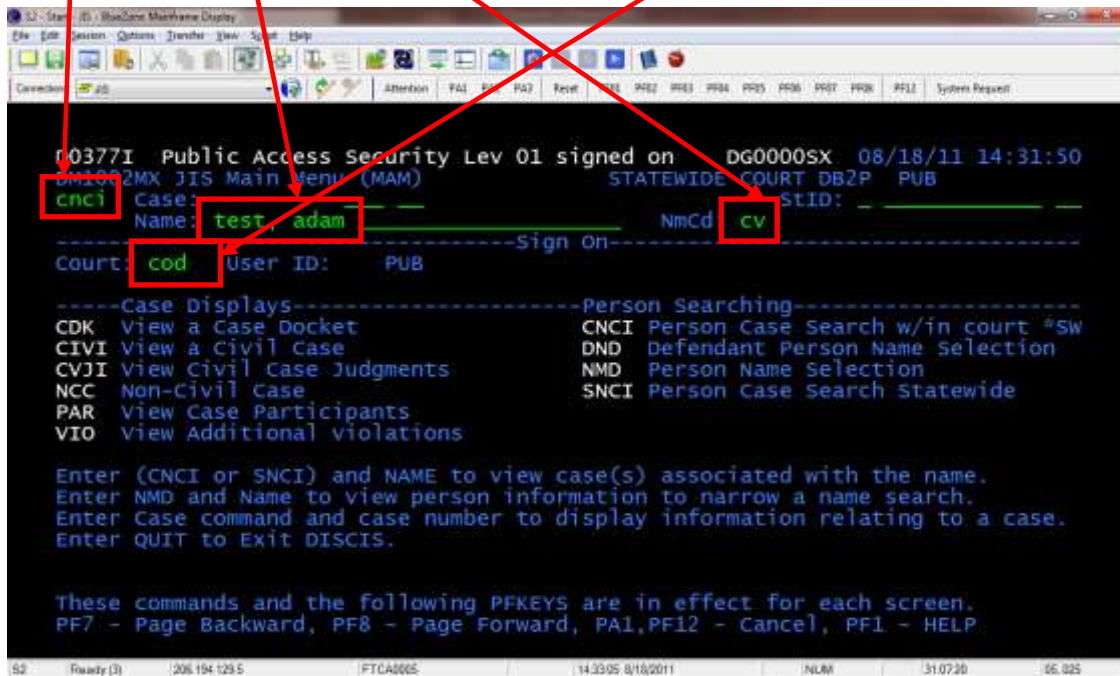
Civil Searches – this includes Small claims

If the case is a Civil DV/Harassment related case – it will show up while searching SNCI.
BUT if it's a non-civil case without DV you will have to search with CNCI.

You need to know what court the case is filed in.

Commands Available for Civil Cases: CNCI, CDK, CIVI, CVJI, and PAR.
The following commands are **NOT** used: NCC, VIO, DND, NMD, and SNCI.

1. Type **CNCI** at the command line. Tab to name and type the name (if it's a person, put the last name, first name. There is a space after the comma and before the first name). Tab to NmCd and type **CV**. Tab to Court and type the court identifier (http://www.courts.wa.gov/jislink/index.cfm?fa=jislink.codeview&dir=clj_manual&file=courts) <Enter>.



```
00377I Public Access Security Lev 01 signed on 08/18/11 14:31:50
001002MX JIS Main Menu (MAM) STATEWIDE COURT DB2P PUB
Case: test, adam NmCd: cv
Court: cod User ID: PUB
-----Sign on-----
-----Case Displays-----
CDK View a Case Docket
CIVI View a Civil Case
CVJI View Civil Case Judgments
NCC Non-Civil Case
PAR View Case Participants
VIO View Additional violations
-----Person Searching-----
CNCI Person Case Search w/in court *SW
DND Defendant Person Name Selection
NMD Person Name Selection
SNCI Person Case Search Statewide

Enter (CNCI or SNCI) and NAME to view case(s) associated with the name.
Enter NMD and Name to view person information to narrow a name search.
Enter Case command and case number to display information relating to a case.
Enter QUIT to Exit DISCIS.

These commands and the following PFKEYS are in effect for each screen.
PF7 - Page Backward, PF8 - Page Forward, PA1,PF12 - Cancel, PF1 - HELP
```

Result

D0031I End of selection

DG1010PI 08/18/11 14:33:06

DG1011MI Court Name/Case Index (CNCI) COWLITZ DISTRICT PUB 1 OF 1

Case: StID: -

Name: TEST, ADAM NmCd: CV

Name Type: CV - Civil Person

Name	Seal	Sts	-Case/LEA/Type--	Status	Party	vio / Fil
TEST, ADAM A			CIVTEST	CV	PLA 01	08/18/2011
TEST, ADAM B			CIVTEST	CV	DEF 01	08/18/2011

52 Ready (1) 206.194.129.5 FTCA0005 14:34:15 8/18/2011 NLNR 31:08.30 10.002

2. **CVJI** Judgment/Dispo Inquiry. Tab to the case you need to view and type an **X** <Enter>.

D0031I End of selection

DG1010PI 08/18/11 14:36:04

DG1011MI Court Name/Case Index (CNCI) COWLITZ DISTRICT PUB 1 OF 1

Case: StID: -

Name: TEST, ADAM NmCd: CV

Name Type: CV - Civil Person

Name	Seal	Sts	-Case/LEA/Type--	Status	Party	vio / Fil
X TEST, ADAM A			CIVTEST	CV	PLA 01	08/18/2011
TEST, ADAM B			CIVTEST	CV	DEF 01	08/18/2011

52 Ready (1) 206.194.129.5 FTCA0005 14:36:38 8/18/2011 NLNR 31:10.53 11.002

Result

```
DC1023MI Judgment/Dispo Inquiry (CVJ) COWLITZ DISTRICT 08/18/11 14:36:40
Case: CIVTEST CV Case dispo: Date:
Name: TEST, ADAM A NmCd: CV StID:
Appeal dates Begin: End:

----- Judgment -----(PF3 for Parties)
Judgment type : Date: Judge:
Judgment dispo: Date:
Judgment: Amount paid: Balance:
-----Item----- Amt to date -----Item----- Amt to date -----Item----- Amt to date
Principal Handling witness fee
Interest Collection Interpreter
Reas aty fe Stat aty fe Jury fee
Filing Fee Stat damage Other
Service Notary fee

-----For-----Against-----
```

3. Press **F3** on your keyboard to get the Judgment/Disposition Parties Inquiry. If there are no Judgments, it will tell you.
4. Type **CDK** at the command line <Enter>.

```
DC1023MI Judgment/Dispo Inquiry (CVJ) COWLITZ DISTRICT 08/18/11 14:42:16
cdk Case: CIVTEST CV Case dispo: Date:
Name: TEST, ADAM A NmCd: CV StID:
Appeal dates Begin: End:

----- Judgment -----(PF3 for Parties)
Judgment type : Date: Judge:
Judgment dispo: Date:
Judgment: Amount paid: Balance:
-----Item----- Amt to date -----Item----- Amt to date -----Item----- Amt to date
Principal Handling witness fee
Interest Collection Interpreter
Reas aty fe Stat aty fe Jury fee
Filing Fee Stat damage Other
Service Notary fee

-----For-----Against-----
```

Result

```
D0031I End of Docket                                DD1000PI
DD1001MI Case Docket Inquiry (CDK)                  COWLITZ DISTRICT 08/18/11 14:45:24
Case: CIVTEST CV                                     StID: PUB
Name: TEST, ADAM A                                   NmCd: CV
Name/Title: TEST CASE FOR JIS LINK

Case: CIVTEST CV civil

S 08 18 2011 Case Filed on 08/18/2011                TCB
S PLA 1 TEST, ADAM A Added as Participant            TCB
S DEF 1 TEST, ADAM B Added as Participant            TCB
```

5. CIVI Civil Case Filing Inquiry <Enter>

```
D0031I End of Docket                                DD1000PI
DD1001MI Case Docket Inquiry (CDK)                  COWLITZ DISTRICT 08/18/11 14:45:24
civi Case: CIVTEST CV                               StID: PUB
Name: TEST, ADAM A                                   NmCd: CV
Name/Title: TEST CASE FOR JIS LINK

Case: CIVTEST CV civil

S 08 18 2011 Case Filed on 08/18/2011                TCB
S PLA 1 TEST, ADAM A Added as Participant            TCB
S DEF 1 TEST, ADAM B Added as Participant            TCB
```

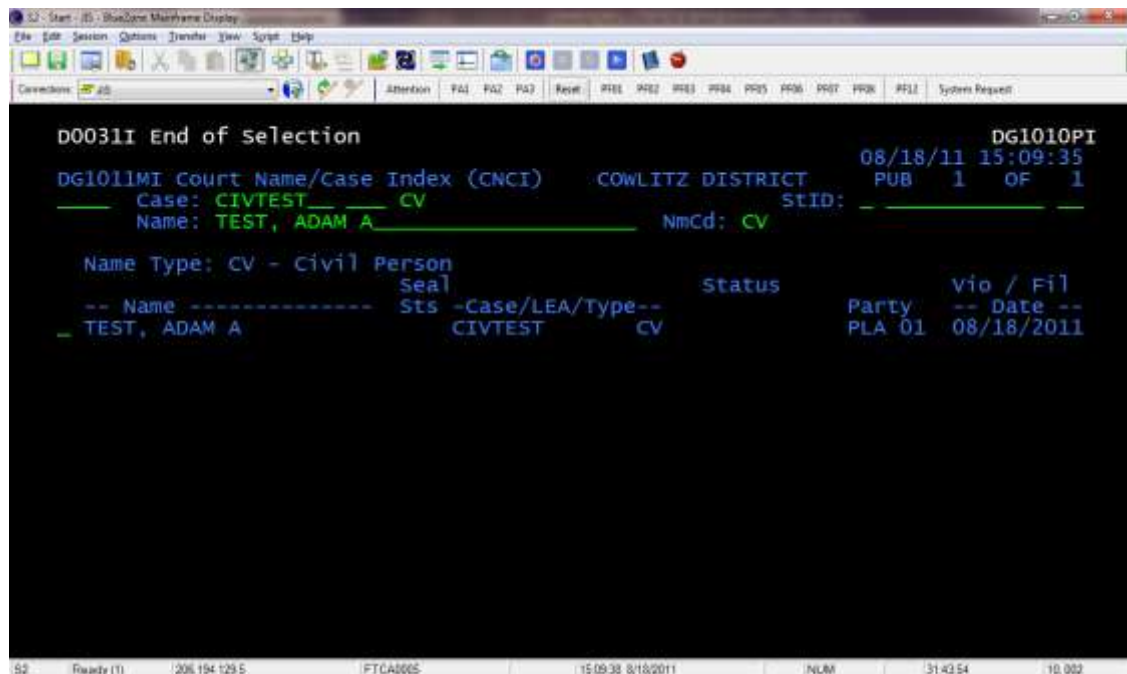
Result

```
DC1001MI Civil Case Filing Inquiry (CIV) COWLITZ DISTRICT 08/18/11 15:07:56
PUB 1 of 1
Case: CIVTEST CV StID:
Name: TEST, ADAM A NmCd: CV
Case: CIVTEST CV File date: 08/18/2011 Cause: OTH other
Title : TEST CASE FOR JIS LINK
:
Amt of suit: 10.00
-----Parties-----NmCd-----Links-----
DEF 1 TEST, ADAM B CV
PLA 1 TEST, ADAM A CV
```

- At anytime you can type **CNCI** at the command line and it will take you back to the Civil Screen (CV)

```
DC1001MI Civil Case Filing Inquiry (CIV) COWLITZ DISTRICT 08/18/11 15:07:56
PUB 1 of 1
cnci Case: CIVTEST CV StID:
Name: TEST, ADAM A NmCd: CV
Case: CIVTEST CV File date: 08/18/2011 Cause: OTH other
Title : TEST CASE FOR JIS LINK
:
Amt of suit: 10.00
-----Parties-----NmCd-----Links-----
DEF 1 TEST, ADAM B CV
PLA 1 TEST, ADAM A CV
```

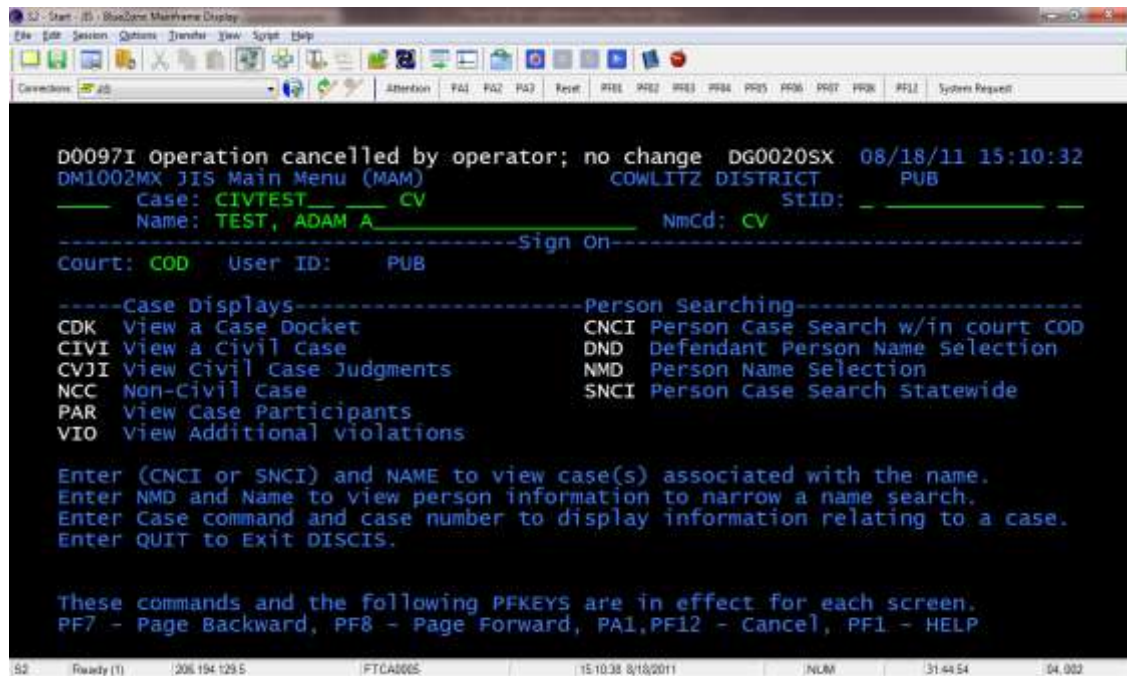
Result:



D0031I End of selection DG1010PI 08/18/11 15:09:35
DG1011MI Court Name/Case Index (CNCI) COWLITZ DISTRICT PUB 1 OF 1
Case: CIVTEST CV StID:
Name: TEST, ADAM A NmCd: CV
Name Type: CV - Civil Person Seal Status vio / Fil
-- Name ----- Sts -Case/LEA/Type-- Party -- Date --
_ TEST, ADAM A CIVTEST CV PLA 01 08/18/2011

52 Ready (1) 206.194.125.5 FTCA0005 15:09:38 8/18/2011 /NLAR 31.43.54 10.002

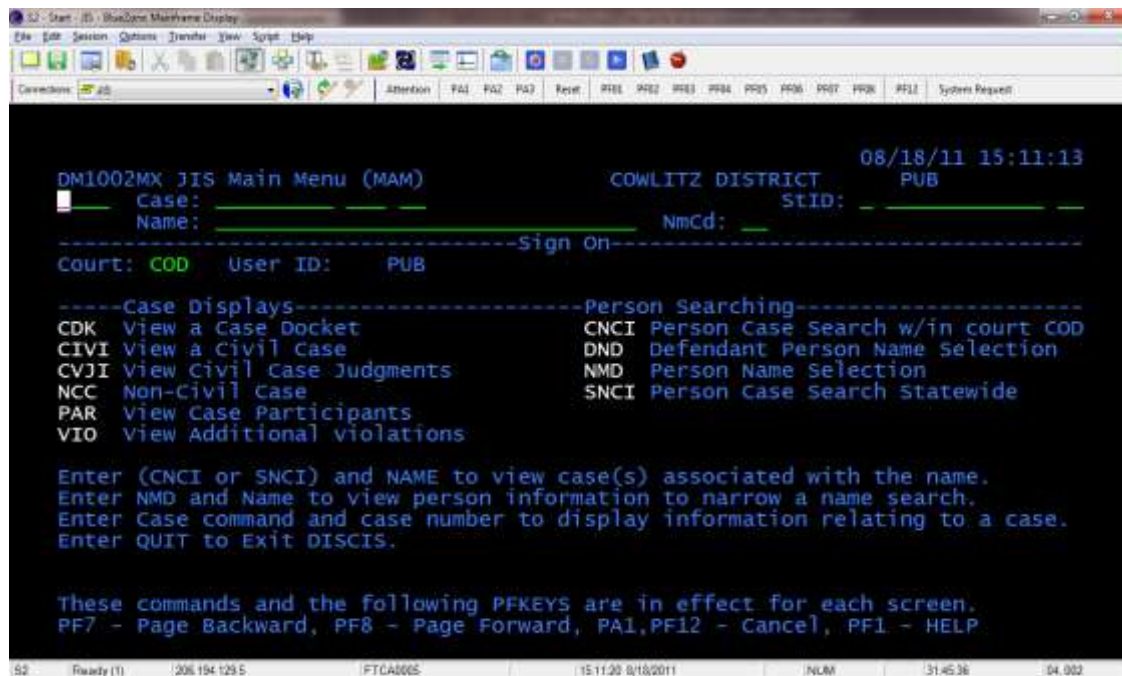
7. To go to the Main JIS menu (MAM), press the **Page Up** key on your keyboard.



D0097I operation cancelled by operator; no change DG0020SX 08/18/11 15:10:32
DM1002MX JIS Main Menu (MAM) COWLITZ DISTRICT PUB
Case: CIVTEST CV StID:
Name: TEST, ADAM A NmCd: CV
-----Sign On-----
Court: COD User ID: PUB
-----Case Displays-----Person Searching-----
CDK View a Case Docket CNCI Person Case Search w/in court COD
CIVI View a Civil Case DND Defendant Person Name Selection
CVJI View Civil Case Judgments NMD Person Name Selection
NCC Non-Civil Case SNCI Person Case Search Statewide
PAR View Case Participants
VIO View Additional violations
Enter (CNCI or SNCI) and NAME to view case(s) associated with the name.
Enter NMD and Name to view person information to narrow a name search.
Enter Case command and case number to display information relating to a case.
Enter QUIT to Exit DISCIS.
These commands and the following PFKEYS are in effect for each screen.
PF7 - Page Backward, PF8 - Page Forward, PA1,PF12 - Cancel, PF1 - HELP

52 Ready (1) 206.194.125.5 FTCA0005 15:10:38 8/18/2011 /NLAR 31.44.54 04.002

8. To clear the information so you can type another name, press **F2**



The screenshot shows a terminal window titled "JIS - Start - JIS - BlueZone Mainframe Display". The main menu displays "DM1002MX JIS Main Menu (MAM)" and "COWLITZ DISTRICT". The date and time are "08/18/11 15:11:13". The user ID is "PUB". The screen is divided into two columns of options: "Case Displays" and "Person Searching". The "Case Displays" column includes: CDK View a Case Docket, CIVI View a Civil Case, CVJI View Civil Case Judgments, NCC Non-Civil Case, PAR View Case Participants, and VIO View Additional Violations. The "Person Searching" column includes: CNCI Person Case Search w/in court COD, DND Defendant Person Name Selection, NMD Person Name Selection, and SNCI Person Case Search Statewide. Below the options, instructions are provided: "Enter (CNCI or SNCI) and NAME to view case(s) associated with the name.", "Enter NMD and Name to view person information to narrow a name search.", "Enter Case command and case number to display information relating to a case.", and "Enter QUIT to Exit DISCIS.". At the bottom, a note states: "These commands and the following PFKEYS are in effect for each screen. PF7 - Page Backward, PF8 - Page Forward, PA1,PF12 - Cancel, PF1 - HELP". The status bar at the bottom shows "S2", "Ready (1)", "206.194.125.5", "FTCA0005", "15.11.20 8/18/2011", "JNLNR", "31.45.36", and "04.002".

```
DM1002MX JIS Main Menu (MAM)                                COWLITZ DISTRICT                                08/18/11 15:11:13
Case: _____ Name: _____ NmCd: _____ StID: _____
-----Sign On-----
Court: COD User ID: PUB

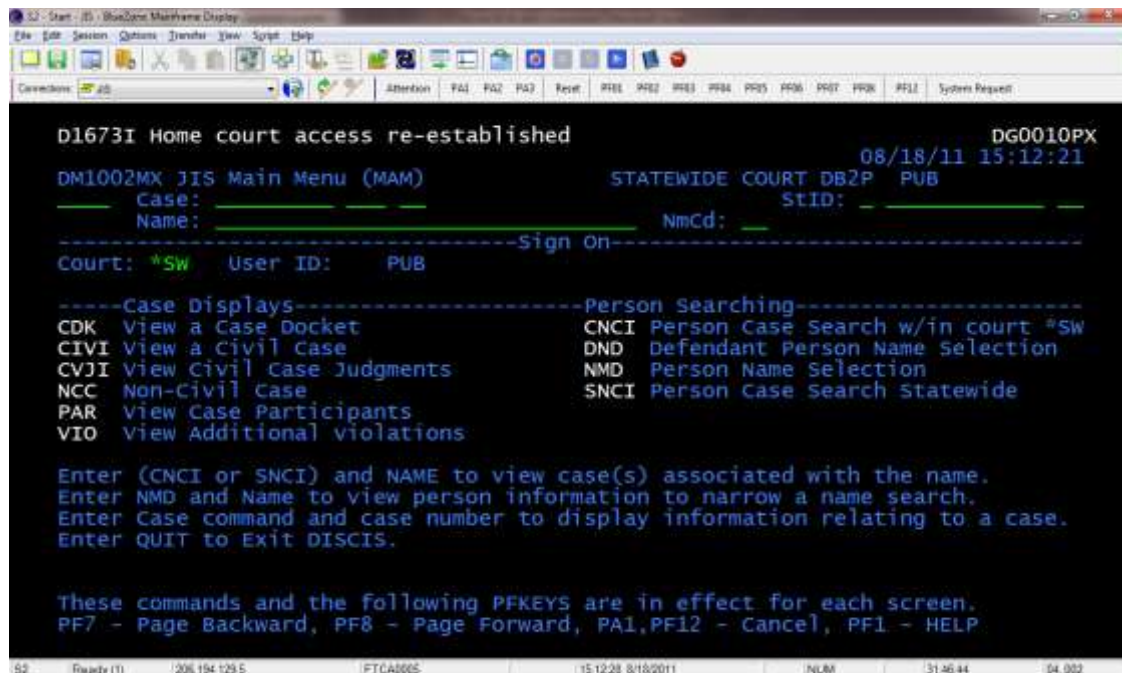
-----Case Displays-----Person Searching-----
CDK View a Case Docket      CNCI Person Case Search w/in court COD
CIVI View a Civil Case      DND Defendant Person Name Selection
CVJI View Civil Case Judgments NMD Person Name Selection
NCC Non-Civil Case          SNCI Person Case Search Statewide
PAR View Case Participants
VIO View Additional Violations

Enter (CNCI or SNCI) and NAME to view case(s) associated with the name.
Enter NMD and Name to view person information to narrow a name search.
Enter Case command and case number to display information relating to a case.
Enter QUIT to Exit DISCIS.

These commands and the following PFKEYS are in effect for each screen.
PF7 - Page Backward, PF8 - Page Forward, PA1,PF12 - Cancel, PF1 - HELP

S2 Ready (1) 206.194.125.5 FTCA0005 15.11.20 8/18/2011 JNLNR 31.45.36 04.002
```

9. To set the Court back to statewide ***SW**, press **F3**



The screenshot shows the same terminal window as the previous one, but the court has been changed to "STATEWIDE COURT DB2P". The date and time are "08/18/11 15:12:21". The user ID is still "PUB". The "Case Displays" column remains the same. The "Person Searching" column now includes: CNCI Person Case Search w/in court *SW, DND Defendant Person Name Selection, NMD Person Name Selection, and SNCI Person Case Search Statewide. The instructions and PFKEYS note are identical to the previous screen. The status bar at the bottom shows "S2", "Ready (1)", "206.194.125.5", "FTCA0005", "15.12.20 8/18/2011", "JNLNR", "31.46.44", and "04.002".

```
D1673I Home court access re-established                                DG0010PX                                08/18/11 15:12:21
DM1002MX JIS Main Menu (MAM)                                STATEWIDE COURT DB2P                                PUB
Case: _____ Name: _____ NmCd: _____ StID: _____
-----Sign On-----
Court: *SW User ID: PUB

-----Case Displays-----Person Searching-----
CDK View a Case Docket      CNCI Person Case Search w/in court *SW
CIVI View a Civil Case      DND Defendant Person Name Selection
CVJI View Civil Case Judgments NMD Person Name Selection
NCC Non-Civil Case          SNCI Person Case Search Statewide
PAR View Case Participants
VIO View Additional Violations

Enter (CNCI or SNCI) and NAME to view case(s) associated with the name.
Enter NMD and Name to view person information to narrow a name search.
Enter Case command and case number to display information relating to a case.
Enter QUIT to Exit DISCIS.

These commands and the following PFKEYS are in effect for each screen.
PF7 - Page Backward, PF8 - Page Forward, PA1,PF12 - Cancel, PF1 - HELP

S2 Ready (1) 206.194.125.5 FTCA0005 15.12.20 8/18/2011 JNLNR 31.46.44 04.002
```

Superior Court Management Information System (SCOMIS)

SCOMIS enables the superior court to record parties and legal instruments filed in superior court cases, to set cases on court calendars, and to enter case judgments and final dispositions.

SCOMIS is a countywide case based system. Search for names and cases within SCOMIS on a county-by-county basis. If a SCOMIS case number is found in the JIS Application, view additional case details in SCOMIS by searching the appropriate court using the SCOMIS display commands.

The following case types and screens are maintained in the SCOMIS application:

CASE TYPES AVAILABLE IN SCOMIS	
1	Criminal (unless sealed)
2	Civil
3	Domestic
4	Probate
5*	Adoption
6*	Mental Illness
7*	Juvenile Dependency
8	Juvenile Offender (unless sealed)
9	Judgment
*Restricted case types (not available for Public viewing)	

SCREENS AVAILABLE IN SCOMIS
Attorney Screen
Basic Screen
Calendar Screen
Charge Screen (Case Types 1 & 8)
Docket Screen
Names Screen
Sentence Screen (Case Types 1 & 8)
Status Screen
Summary Screen

SCOMIS COMMANDS

This is a list of the commands for use with the SCOMIS application. The following pages detail each command, section, and screen. **It is only necessary to type the *first four characters of the command and section.***

COMMAND?	SECTION?	CASE # ?	WHEN TO USE COMMANDS
This is the command column.	Directs the computer to execute a special task.	Some commands require a case number	
COUNTY	Type County Name	Leave Blank	To view cases in a specific county.

SEARCH	Index	Leave Blank	To view the case index for all active and archived cases.
	Attorney	Leave Blank	To view a list of attorneys currently recorded in the Supreme Court Person file.

DISPLAY			To view specific case information. You may request one screen at a time.
	Attorney	Leave Blank	You must know the bar #
	Basic	Enter Case#	View Basic Case Information
	Calendar	Leave Blank	Search for calendars by date and to display total settings or details/
	Charge	Enter Case#	View charges for case types 1 and 8 only.
	Docket	Enter Case#	View the case docket entries
	Names	Enter Case#	Index of Litigants involved.
	Sentence	Enter Case#	View Sentence for Case Type 1 and 8 only
	Status	Enter Case#	View the history of case management status
	Summary	Enter Case#	View a summary of the case management and time-in-process status.

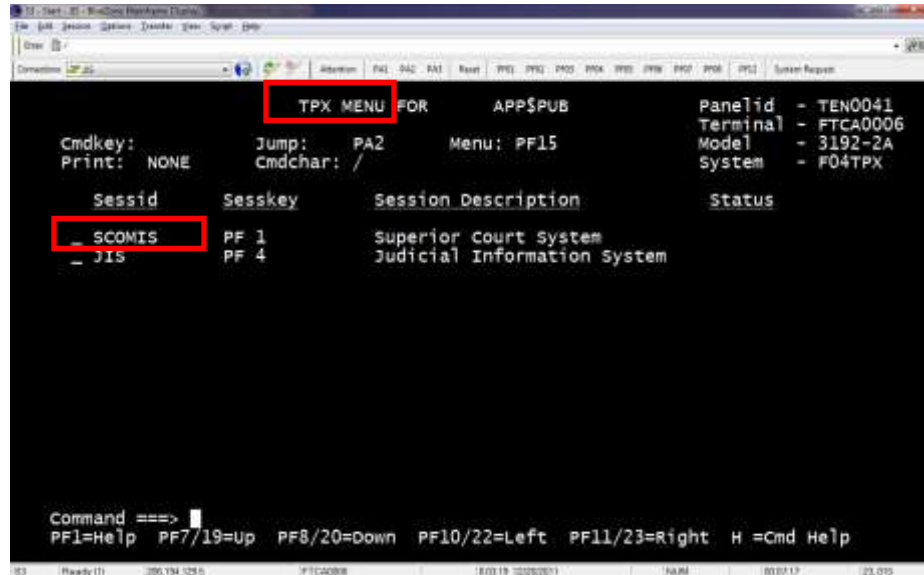
FIND	Judgments	Enter Case#	To view judgments filed on cases. You must know the originating case number.
SIGNOFF	Leave Blank	Leave Blank	To sign out of SCOMIS.

Accessing the SCOMIS Application

Since accessing JIS-Link via the BlueZone software is the recommended option, this manual is written for BlueZone software access.

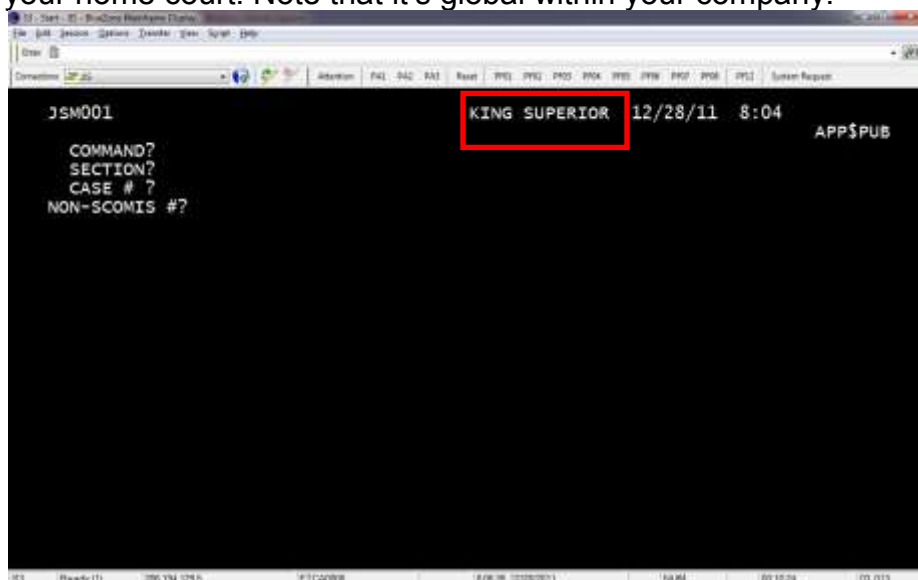
Starting the SCOMIS Application

TPX Menu:



1. There are three options to access SCOMIS.
 - a. Position the cursor anywhere on the SCOMIS line <enter>.
 - b. Press <F1> on your keyboard.
 - c. Type at Command ==> SCOMIS <enter>

Result: Your home court is the Superior Court in the county where your firm/business resides. If you are out of state your home court is usually King County Superior Court unless you have specified what court you would like for your home court. Note that it's global within your company.



This above screen is called the **SCOMIS Command Screen**

SCOMIS Command Screen Fields

Command?	You will type one of the four commands: COUNTY , SEARCH , DISPLAY , FIND , or SIGNOFF . Remember you only need to type the first four characters and you do not need to delete the last command.
Section?	Indicates the desired section of case information to display: ATTORNEY , BASIC , CALENDAR , CHARGE , DOCKET , NAMES , SENTENCE , STATUS , SUMMARY . You only need to type the first four characters and you do not need to delete the last request.
Case Number	<p>A SCOMIS case number is formatted as follows: 93 1 00042 7.</p> <ul style="list-style-type: none">• The first two numbers represents the Case Filing Year.• The third number indicates the Case Type.• The next five characters are Sequential Numbers for the case type within the filing year.• The last number is the Check Digit to verify the correctness of all parts of the case number. If you receive a check digit error make sure you are in the correct County Superior Court for the case. <p>A non-SCOMIS case number is formatted as follows: 1-1234567.</p> <ul style="list-style-type: none">• Case Type followed by a hyphen or dash.• Sequential Number.

There are 39 Superior Courts in the State Of Washington.

To view the court id's, see JIS/SCOMIS Codes Court IDs located at http://www.courts.wa.gov/jislink/index.cfm?fa=jislink.codeview&dir=clj_manual&file=courts.

Keys to get around in SCOMIS using Bluezone only. See FAQ for a Keyboard layout.

F1 - Help Screen. Place your cursor on 'certain' words and press F1 and it will tell you the meaning.

F3 - will close the help screen

F7 - Page Back

F8 - Page Forward

F12 - Takes you back one screen at a time.

Page Up (PA1) - Takes you back one screen at a time

Page Down (PA2) - Key toggles between applications. If you have JIS and SCOMIS open, it will toggle between the two applications.

Shift/F3 - will take you to the TPX Menu. You will still be logged into SCOMIS

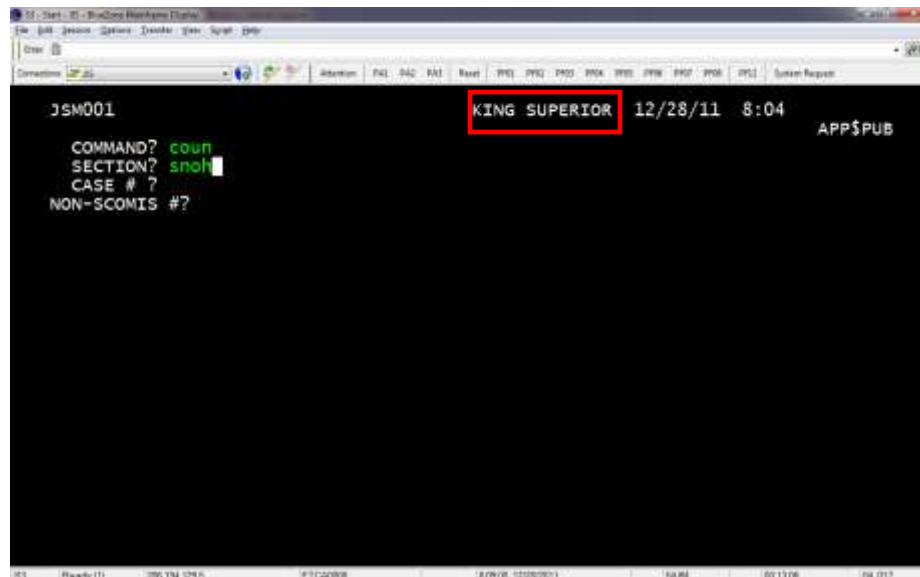
Sealed Cases

Cases sealed by the court display on SEARCH INDEX but cannot be accessed with any display command. For a sealed case, the following information displays: litigant name, case number, and cause of action/charge. The case detail (connection codes and filing date) are replaced by the word SEALED.

If that is all the information you need on this case you can press the Page Up key (PA1) until you are back to the SCOMIS Command Screen or if you need more information on this case you do not need to go back to the SCOMIS Command Screen to initiate the following display commands. You can do it from the sub command line and that is on the bottom left on the right side of the question mark (?).

Change To Another County

Use the COUNTY command to choose the county in which the case is filed in.
The example below shows that I'm in King Superior and I want to change to Snohomish Superior.



- At *COMMAND?* type **county**.
- At *SECTION?* type the county name you want to search (There are 39 counties). Note you only have to type the first 4 characters of the word.
- Press <Enter>.

Result:

The Database is set to the desired county, and the SCOMIS Command Screen re-displays. I went from King Superior to Snohomish Superior

If you have the person's name but not the case number and you know which County Court the case is filed in you can perform a Search Index.

SEARCH INDEX

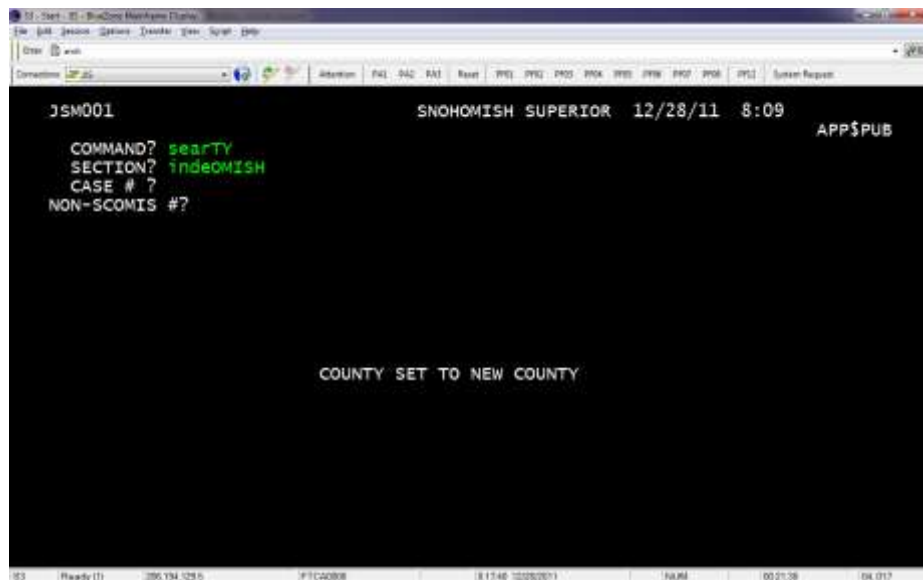
Use the Search Index command to search for active and archived cases in one county based on case type and name. Restricted case types 5, 6, and 7 and non-litigant names are not searchable.

Note: ***The SEARCH INDEX Screen is NOT to be used to establish guilt or innocence. It should only be used to help identify case filing information.***

It is important to note that when the Search Index Screen displays results, the charge listed is the most serious offense filed in the ORIGINAL INFORMATION for a case. There may be an AMENDED INFORMATION filed; therefore, it is important not to rely on the limited data displayed on the SEARCH INDEX Screen. In order to find the results of the charges filed, it is the responsibility of the client to display the CHARGE and JUDGMENT Screens for charge and disposition detail.

At Command? Type **SEARCH**, tab to Section? Type **INDEX** <enter>

****Note**** There is no need to remove the last command.



Result:

```
JSM064 SEARCH INDEX SNOHOMISH SUPERIOR 12-28-11 08:18 1 OF 1
CASE TYPE : NAME:
SEARCH TYPE: W (U=UNWEIGHTED, W=WEIGHTED, A=ALPHA LIST)
YEAR(S) FILED: THRU (OPTIONAL. LEAVE BLANK TO SEARCH FOR ALL YEARS)

CASE TYPES

AVAILABLE FOR PUBLIC ACCESS
1 = Criminal
2 = Civil
3 = Domestic/Divorce
4 = Probate/Guardianship
8 = Juvenile Offender
9 = Judgments

NOT AVAILABLE FOR PUBLIC ACCESS
5 = Adoption/Paternity
6 = Mental illness/Alcohol Treatment
7 = Juvenile Dependency

NOTE From Name List displayed:
Press <CLEAR> to return to SEARCH INDEX screen.
Press <PA1> to return to COMMAND screen.

? F1=Help ENTER=Process PA1=Cancel
```

Follow the on-screen instructions to complete the CASE TYPE, NAME (Last, First), and Search Type (Weighted vs Unweighted, and Alpha). The YEAR(S) Filed field is optional <enter>

```
JSM064 SEARCH INDEX TRAINING SUPERIOR 12-28-11 08:19 1 OF 1
CASE TYPE : 1 NAME: vader
SEARCH TYPE: W (U=UNWEIGHTED, W=WEIGHTED, A=ALPHA LIST)
YEAR(S) FILED: THRU (OPTIONAL. LEAVE BLANK TO SEARCH FOR ALL YEARS)

CASE TYPES

AVAILABLE FOR PUBLIC ACCESS
1 = Criminal
2 = Civil
3 = Domestic/Divorce
4 = Probate/Guardianship
8 = Juvenile Offender
9 = Judgments

NOT AVAILABLE FOR PUBLIC ACCESS
5 = Adoption/Paternity
6 = Mental illness/Alcohol Treatment
7 = Juvenile Dependency


NOTE From Name List displayed:
Press <CLEAR> to return to SEARCH INDEX screen.
Press <PA1> to return to COMMAND screen.

? F1=Help ENTER=Process PA1=Cancel
```

Notes:

- Weighted search is the default.
- To use another search type U for Unweighted or A for Alpha List.
- For online help about the different search types, place the cursor on the search type field and press <F1>. Press <F3> to close the help screen.
- For further information on Alpha, Weighted, and Unweighted searches, see the FAQ.
- You can limit the search to a filing date range by typing the year (e.g., 2010) after year(s) filed or you can search by a date range (e.g., 2000 thru 2011). If left blank it will search the whole database.

Result:



The screenshot shows a terminal window with a black background and white text. At the top, it displays 'JSM064 SEARCH INDEX' and 'TRAINING SUPERIOR 12-28-11 08:23 1 OF 1'. Below this, it shows 'CASE TYPE : 1 NAME: VADER' and 'SEARCH TYPE: W (U=UNWEIGHTED, W=WEIGHTED, A=ALPHA LIST)'. It also indicates 'YEAR(S) FILED: THRU (OPTIONAL. LEAVE BLANK TO SEARCH FOR ALL YEARS)'. A table of results follows, with columns: LITIGANT NAME, WGT, CASE NUMBER, CONN., FILED, and ORIG.CHARGE. One result is shown: 'VADER, DARRELL G' with WGT '79', CASE NUMBER '98-1-00022-6', CONN. 'DEF01', FILED '02-25-98', and ORIG.CHARGE 'ARSONFIRDEGR'. At the bottom, it says '? ' and 'End index, chg srch criteria or CLR=Return PA1=Cancel'.

```
JSM064 SEARCH INDEX          TRAINING SUPERIOR 12-28-11 08:23 1 OF 1
CASE TYPE : 1 NAME: VADER
SEARCH TYPE: W (U=UNWEIGHTED, W=WEIGHTED, A=ALPHA LIST)
YEAR(S) FILED: THRU (OPTIONAL. LEAVE BLANK TO SEARCH FOR ALL YEARS)

LITIGANT NAME          WGT  CASE NUMBER  CONN.   FILED  ORIG.CHARGE
VADER, DARRELL G       79   98-1-00022-6 DEF01  02-25-98 ARSONFIRDEGR

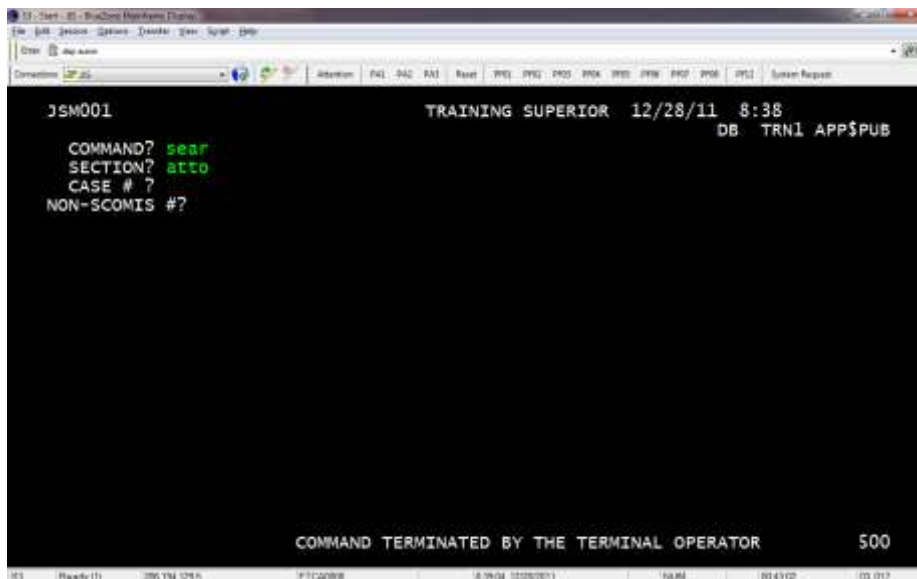
? '                      End index, chg srch criteria or CLR=Return PA1=Cancel
```

Tab to the line of the name you want to view and press <enter>. Use the <F8> key to page forward and the <F7> key to page back.

Note – cases marked with an asterisk * have been moved off-line, therefore you will not be able to view.

SEARCH ATTORNEY

From the SCOMIS Command screen at the *Command?* Type **Search** and *Section?* Type **attorney** <enter>



The screenshot shows a terminal window with a black background and white text. It displays 'JSM001' and 'TRAINING SUPERIOR 12/28/11 8:38'. Below this, it shows 'COMMAND? sear' and 'SECTION? atto'. It also indicates 'CASE # ?' and 'NON-SCOMIS #?'. At the bottom, it says 'COMMAND TERMINATED BY THE TERMINAL OPERATOR' and '500'.

```
JSM001          TRAINING SUPERIOR 12/28/11 8:38
                                DB TRN1 APP$PUB
COMMAND? sear
SECTION? atto
CASE # ?
NON-SCOMIS #?

COMMAND TERMINATED BY THE TERMINAL OPERATOR      500
```

Result:

```
JSM073 SEARCH ATTORNEY TRAINING SUPERIOR 12-28-11 08:39 1 OF 1
ENTER NAME:

Step 1: Enter name to start search: Attorney last name, comma, space, first name, (Optional)
Step 2: Press the "Enter" key
Step 3: Press the "PF8" key to look at more lines
After paging forward with "PF8", the "PF7", key will redisplay previous screens
Step 4: Press the "clear" key to return to this screen
Step 5: Press the "PA1" key to Exit the Search Attorney command

? Enter Name ENTER=Process PA1=Cancel
```

Type the Attorney's last name, first name <enter>

```
JSM073 SEARCH ATTORNEY TRAINING SUPERIOR 12-28-11 08:39 1 OF 1
ENTER NAME: cullom, paul

Step 1: Enter name to start search: Attorney last name, comma, space, first name, (Optional)
Step 2: Press the "Enter" key
Step 3: Press the "PF8" key to look at more lines
After paging forward with "PF8", the "PF7", key will redisplay previous screens
Step 4: Press the "clear" key to return to this screen
Step 5: Press the "PA1" key to Exit the Search Attorney command

? Enter Name ENTER=Process PA1=Cancel
```

Result:

```
JSM073 SEARCH ATTORNEY TRAINING SUPERIOR 12-28-11 08:40 1 OF 1
ENTER NAME: CULLOM, PAUL

BAR # -----NAME----- LOCATION----- PHONE-----
13105 CULLOM, PAUL C. JR SEATTLE WA (206) 682-8100
22105 DELANEY, JAMES MICHAEL SEATTLE WA (206) 264-3883
08105 DESMET, ERVIN ALBERT JR BELLEVUE WA (425) 990-4510
15105 DICKERSON, JEFFREY A. **NOT ACTV RENO NV (775) 786-6664
23105 DORLAND, DANA I. **NOT ACTV SUITLAND MD (301) 420-4513
05105 DOTY, MICHAEL ANDREW **NOT ACTV BELLEVUE WA (425) 746-9953
01105 ELLIOTT, E. MERTON **NOT ACTV FOX ISLAND WA (253) 572-4500
30105 ESSIG, MICHAEL S SEATTLE WA (206) 972-9386
29105 HALDEMAN, GEORGE P SEATTLE WA (206) 684-8226
04105 HAMMAN, ARTHUR L. **DECEASED WALLA WALLA WA
07105 HAYDEN, MICHAEL CARLYLE **NOT ACTV SEATTLE WA (206) 682-0610
10105 JOHNSON, H VICTOR **NOT ACTV LACEY WA (360) 456-3768
31105 KNICKERBOCKER, T K TACOMA WA (253) 761-8869
11105 LIED, ERIK R. SEATTLE WA (206) 223-1313
24105 LOEFFLER, EVAN LEE SEATTLE WA (206) 448-0402
12105 LUTH, NANCY JEAN **NOT ACTV GREAT FALLS MT (406) 727-5881

? CLR=Help ENTER=Process F5=Keep F7=Bwd F8=Fwd PA1=Cance
```

Move your cursor to the attorney you want to display and press enter.

Result:

```
JSM075 DISPLAY ATTORNEY TRAINING SUPERIOR 12-28-11 08:40 1 OF 1
ENTER BAR NUMBER: 13105

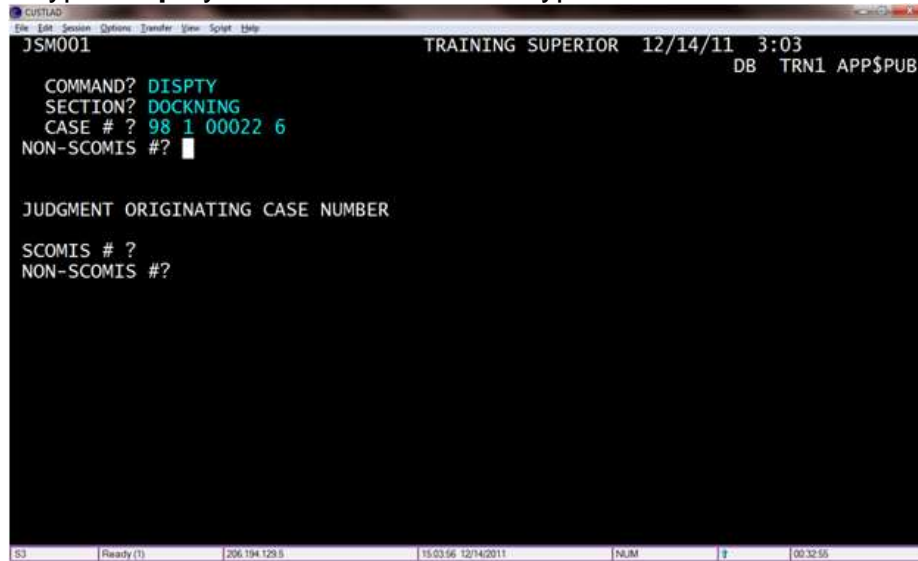
NAME: CULLOM, PAUL C. JR
ADDRESS 1 : 1420 5TH AVE STE 2800
ADDRESS 2 :
CITY: SEATTLE STATE: WA ZIP: 98101-1344
PHONE: (206) 682-8100 LAST ADDRESS CHANGE: 10/07/2002
STATUS: Active

? Enter bar number ENTER=Process PA1=Cancel
```

If you know the case number and the court the case is filed in, change to that County Court and use the Display Docket Command

DISPLAY DOCKET

At *Command?* Type **Display** then tab to *Section?* Type **Docket** <Enter>.



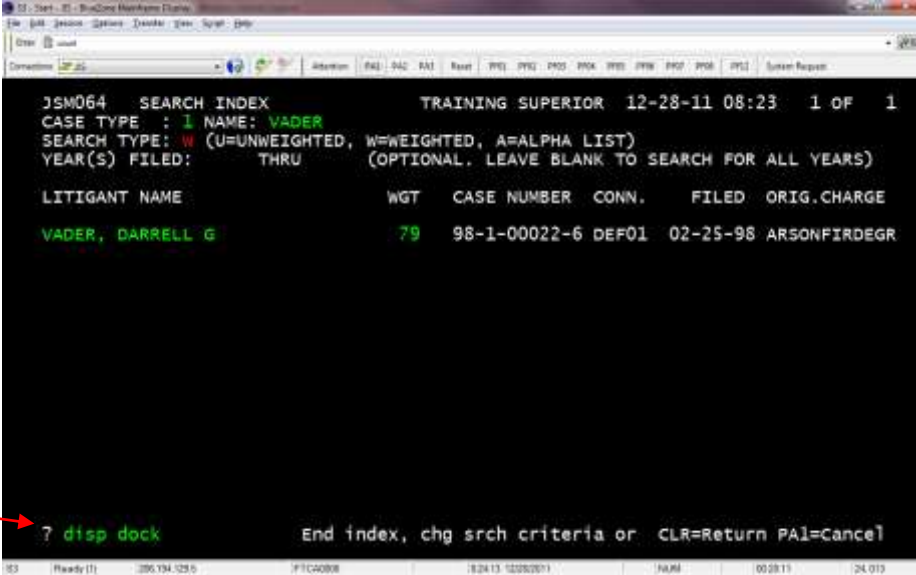
Result: The docket screen contains a record of papers filed, fees assessed and received, calendar dates, hearings held, and microfilm numbers. This screen will be found as part of all case types. If it's a long docket, you will always come into the end of the docket. To get to the beginning press the **F8** key to page forward and press **F7** to page back. All SCOMIS Codes can be found at: <http://www.courts.wa.gov/jislink/?fa=jislink.codes>.



To get back to the SCOMIS Display Screen press the Page Up key (PA1) on your keyboard.

DISPLAY DOCKET

At Sub Command on the bottom left, after the question mark? Type **display docket** <enter>

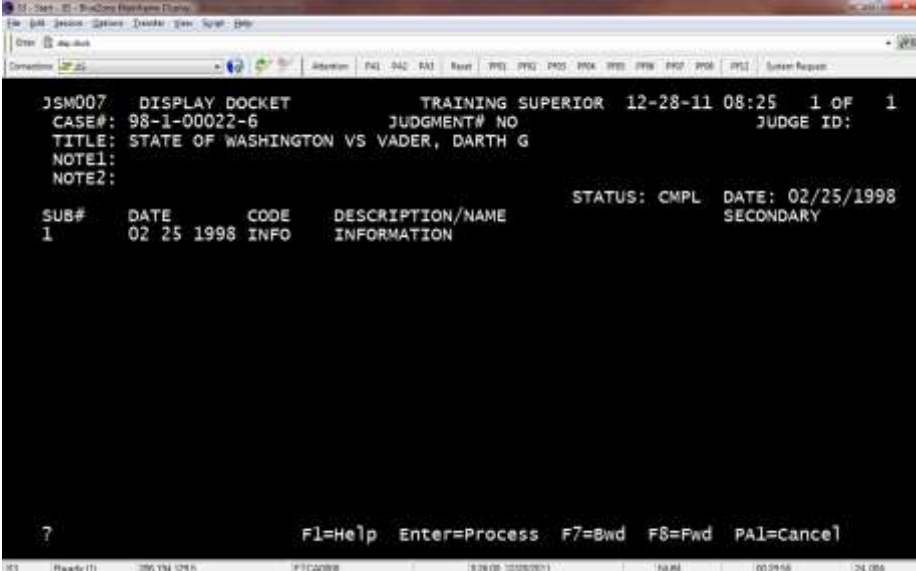


```
JSM064 SEARCH INDEX TRAINING SUPERIOR 12-28-11 08:23 1 OF 1
CASE TYPE : 1 NAME: VADER
SEARCH TYPE: W (U=UNWEIGHTED, W=WEIGHTED, A=ALPHA LIST)
YEAR(S) FILED: THRU (OPTIONAL, LEAVE BLANK TO SEARCH FOR ALL YEARS)

LITIGANT NAME WGT CASE NUMBER CONN. FILED ORIG.CHARGE
VADER, DARRELL G 79 98-1-00022-6 DEF01 02-25-98 ARSONFIRDEGR

? disp dock End index, chg srch criteria or CLR=Return PA1=Cancel
```

Result: The docket screen contains a record of papers filed, fees assessed and received, calendar dates, hearings held, and microfilm numbers. This screen will be found as part of all case types.



```
JSM007 DISPLAY DOCKET TRAINING SUPERIOR 12-28-11 08:25 1 OF 1
CASE#: 98-1-00022-6 JUDGMENT# NO JUDGE ID:
TITLE: STATE OF WASHINGTON VS VADER, DARTH G
NOTE1:
NOTE2:

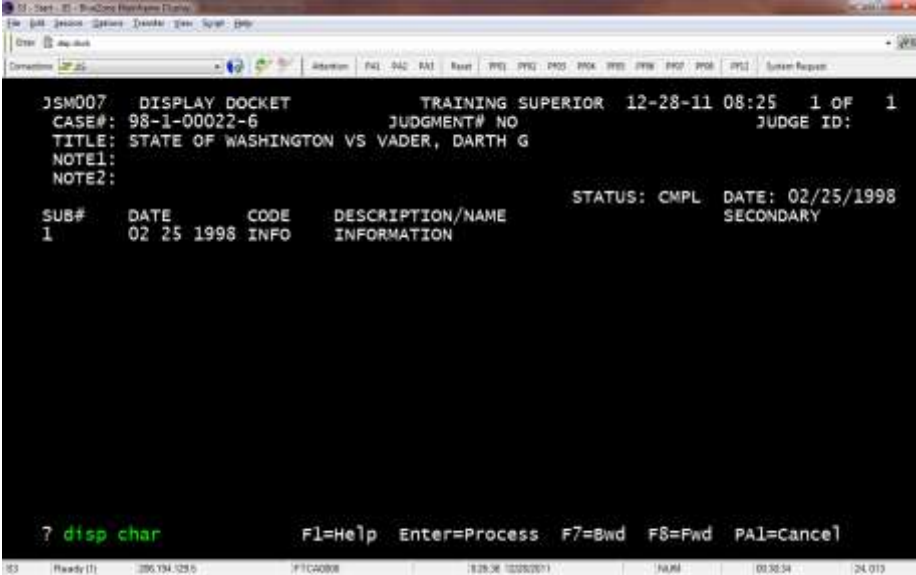
SUB# DATE CODE DESCRIPTION/NAME STATUS: CMPL DATE: 02/25/1998
1 02 25 1998 INFO INFORMATION SECONDARY

? F1=Help Enter=Process F7=Bwd F8=Fwd PA1=Cancel
```

If it's a long docket, you will always come into the end of the docket. To get to the beginning press the **F8** key to page forward and press **F7** to page back

DISPLAY CHARGE

At Sub Command on the bottom left, after the question mark? Type **display charge** <enter>

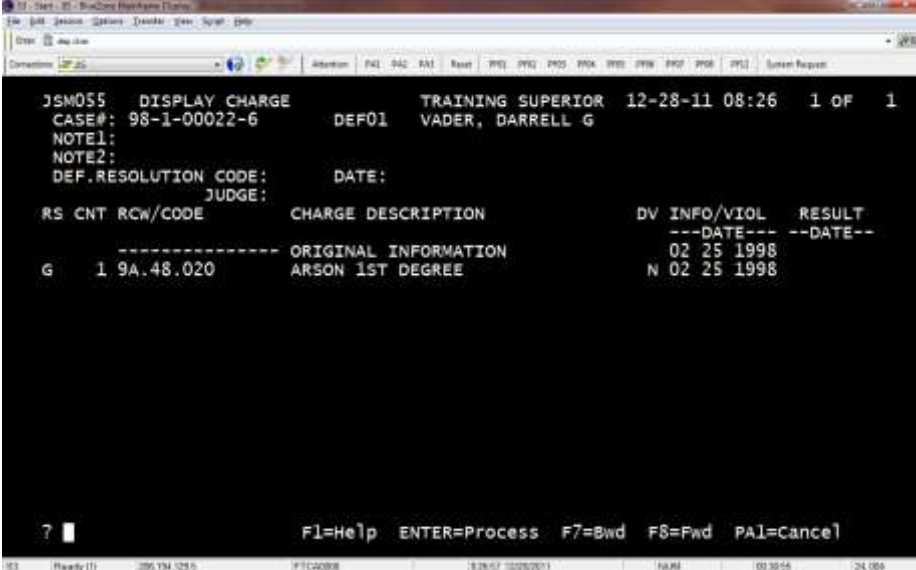


```
JSM007  DISPLAY DOCKET          TRAINING SUPERIOR  12-28-11 08:25   1 OF   1
CASE#:  98-1-00022-6          JUDGMENT# NO          JUDGE ID:
TITLE:  STATE OF WASHINGTON VS VADER, DARTH G
NOTE1:
NOTE2:

SUB#   DATE      CODE   DESCRIPTION/NAME          STATUS: CMPL  DATE: 02/25/1998
 1     02 25 1998  INFO   INFORMATION                SECONDARY

? disp char          F1=Help  Enter=Process  F7=Bwd  F8=Fwd  PA1=Cancel
```

Result: The Charge Screen is used to record additional information in criminal cases. This screen will be found ONLY as part of Criminal and Juvenile Offender case types.

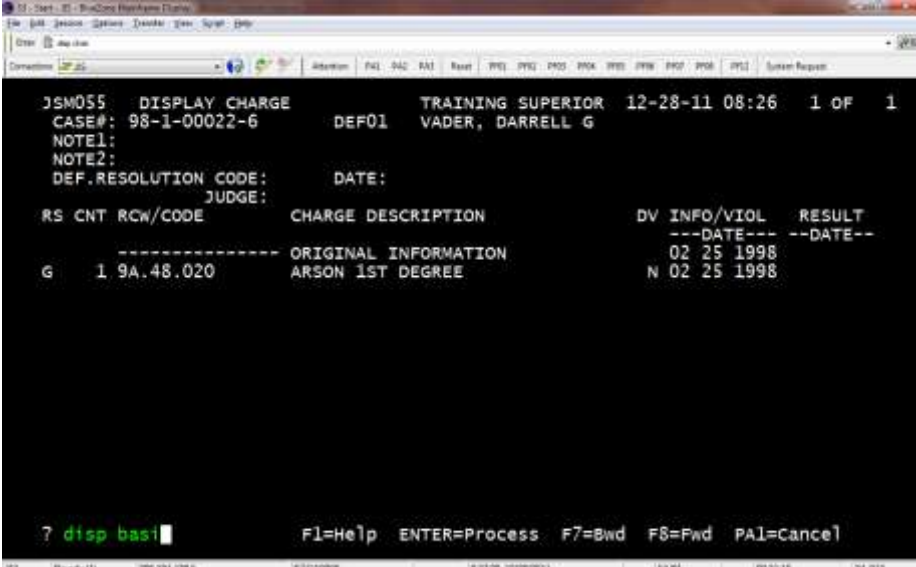


```
JSM055  DISPLAY CHARGE          TRAINING SUPERIOR  12-28-11 08:26   1 OF   1
CASE#:  98-1-00022-6          DEF01  VADER, DARRELL G
NOTE1:
NOTE2:
DEF.RESOLUTION CODE:          DATE:
JUDGE:

RS CNT  RCW/CODE          CHARGE DESCRIPTION          DV INFO/VIOLE  RESULT
-----
G   1 9A.48.020          ARSON 1ST DEGREE          N 02 25 1998
```


DISPLAY BASIC

At Sub Command on the bottom left, after the question mark? Type **display basic** <enter>

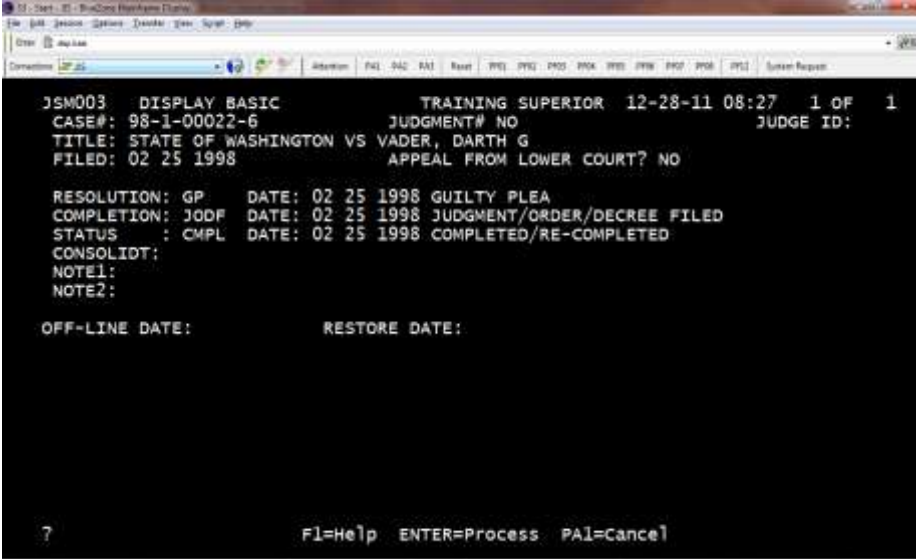


```
JSM055  DISPLAY CHARGE          TRAINING SUPERIOR  12-28-11 08:26   1 OF   1
CASE#: 98-1-00022-6          DEF01  VADER, DARRELL G
NOTE1:
NOTE2:
DEF.RESOLUTION CODE:        DATE:
JUDGE:
RS CNT RCW/CODE      CHARGE DESCRIPTION      DV INFO/VIOL      RESULT
---DATE---          ---DATE---
G    1 9A.48.020      ARSON 1ST DEGREE          N 02 25 1998
```

? disp basi

F1=Help ENTER=Process F7=Bwd F8=Fwd PA1=Cancel

Result: The Basic screen contains the filing date, case title, cause of action, resolution, completion, and consolidation information. This screen will be found as part of case types 1 through 8.



```
JSM003  DISPLAY BASIC          TRAINING SUPERIOR  12-28-11 08:27   1 OF   1
CASE#: 98-1-00022-6          JUDGMENT# NO          JUDGE ID:
TITLE: STATE OF WASHINGTON VS VADER, DARTH G
FILED: 02 25 1998          APPEAL FROM LOWER COURT? NO

RESOLUTION: GP      DATE: 02 25 1998 GUILTY PLEA
COMPLETION: JODF    DATE: 02 25 1998 JUDGMENT/ORDER/DECREE FILED
STATUS      : CMPL  DATE: 02 25 1998 COMPLETED/RE-COMPLETED
CONSOLIDOT:
NOTE1:
NOTE2:

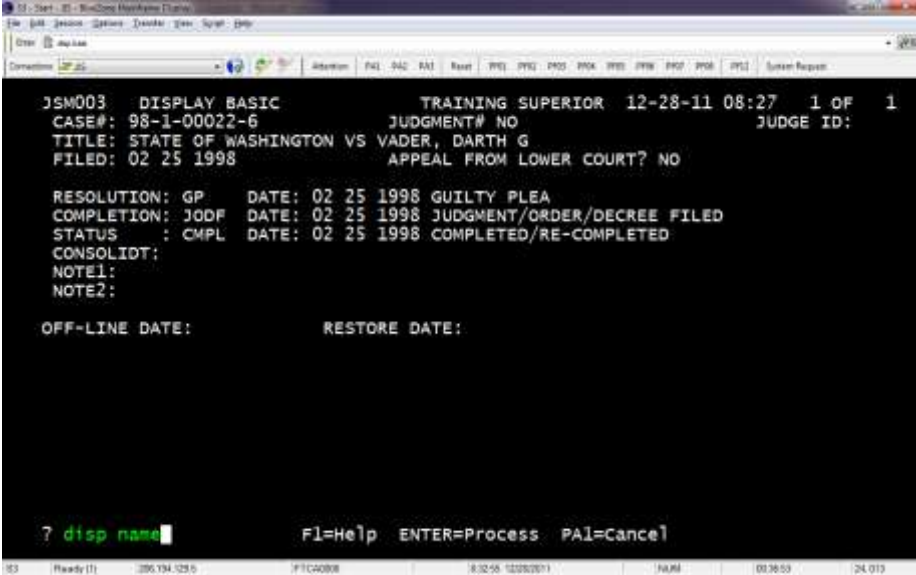
OFF-LINE DATE:          RESTORE DATE:

?

F1=Help ENTER=Process PA1=Cancel
```

DISPLAY NAMES

At Sub Command on the bottom left, after the question mark? Type **display name** <enter>



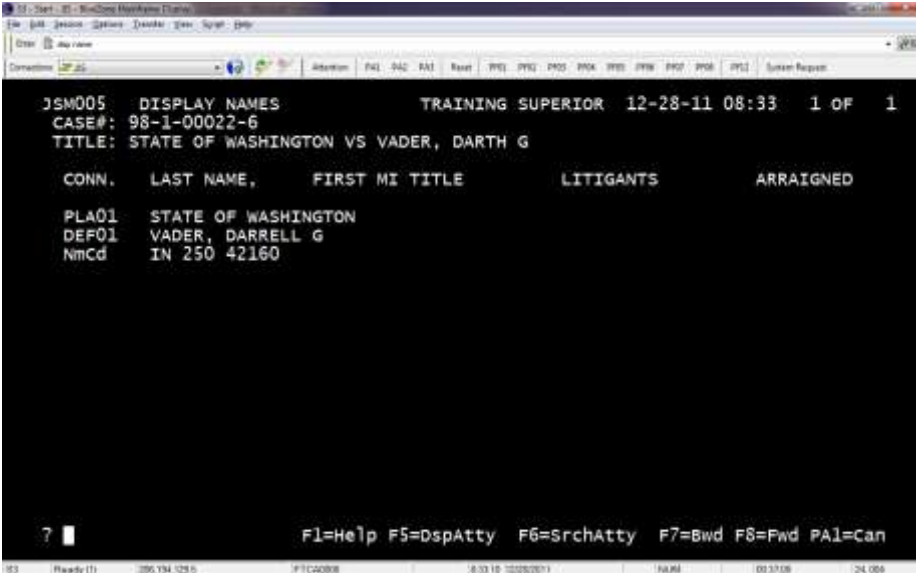
```
JSM003  DISPLAY BASIC                TRAINING SUPERIOR  12-28-11 08:27   1 OF   1
CASE#: 98-1-00022-6                JUDGMENT# NO                JUDGE ID:
TITLE: STATE OF WASHINGTON VS VADER, DARTH G
FILED: 02 25 1998                  APPEAL FROM LOWER COURT? NO

RESOLUTION: GP      DATE: 02 25 1998 GUILTY PLEA
COMPLETION: JODF    DATE: 02 25 1998 JUDGMENT/ORDER/DECREE FILED
STATUS      : CMPL  DATE: 02 25 1998 COMPLETED/RE-COMPLETED
CONSOLIDOT:
NOTE1:
NOTE2:

OFF-LINE DATE:          RESTORE DATE:

? disp name             F1=Help  ENTER=Process  PA1=Cancel
```

Result: The Names screen provides an index of litigants involved in the case as well as their attorneys. This screen will be found as part of all case types.



```
JSM005  DISPLAY NAMES                TRAINING SUPERIOR  12-28-11 08:33   1 OF   1
CASE#: 98-1-00022-6
TITLE: STATE OF WASHINGTON VS VADER, DARTH G

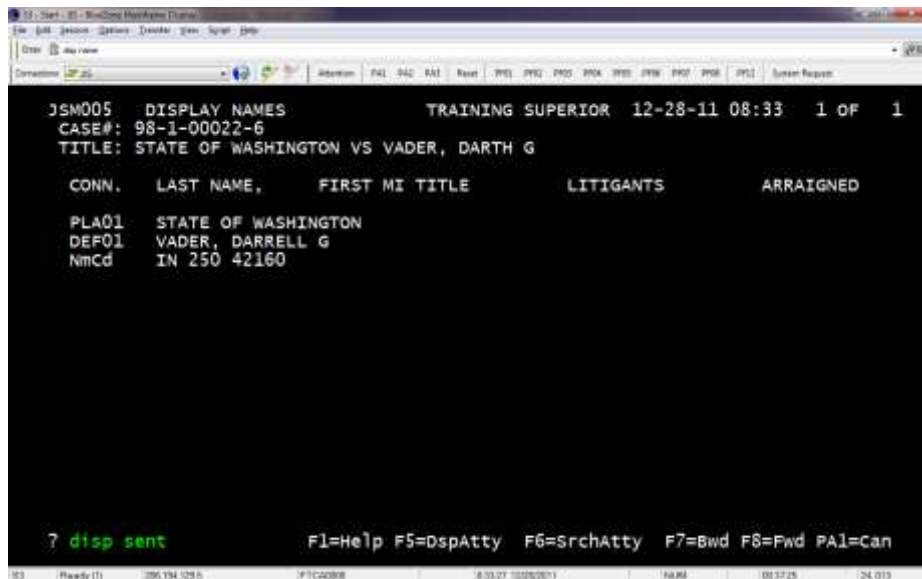
CONN.  LAST NAME,      FIRST MI TITLE      LITIGANTS      ARRAIGNED

PLA01  STATE OF WASHINGTON
DEF01  VADER, DARRELL G
Nmcd   IN 250 42160

?                               F1=Help  F5=DspAtty  F6=SrchAtty  F7=Bwd  F8=Fwd  PA1=Can
```

DISPLAY SENTENCE

At Sub Command on the bottom left, after the question mark? Type **display sentence** <enter>



The screenshot shows a terminal window with the title 'JSM005 DISPLAY NAMES'. The screen displays case information for 'CASE#: 98-1-00022-6' and 'TITLE: STATE OF WASHINGTON VS VADER, DARTH G'. Below this is a table with columns: CONN., LAST NAME, FIRST MI, TITLE, LITIGANTS, and ARRAIGNED. The table contains one row for 'PLA01 STATE OF WASHINGTON' and another for 'DEF01 VADER, DARRELL G'. At the bottom left, the prompt '? disp sent' is visible. The bottom right shows function key shortcuts: F1=Help, F5=DspAtty, F6=SrchAtty, F7=Bwd, F8=Fwd, PA1=Can.

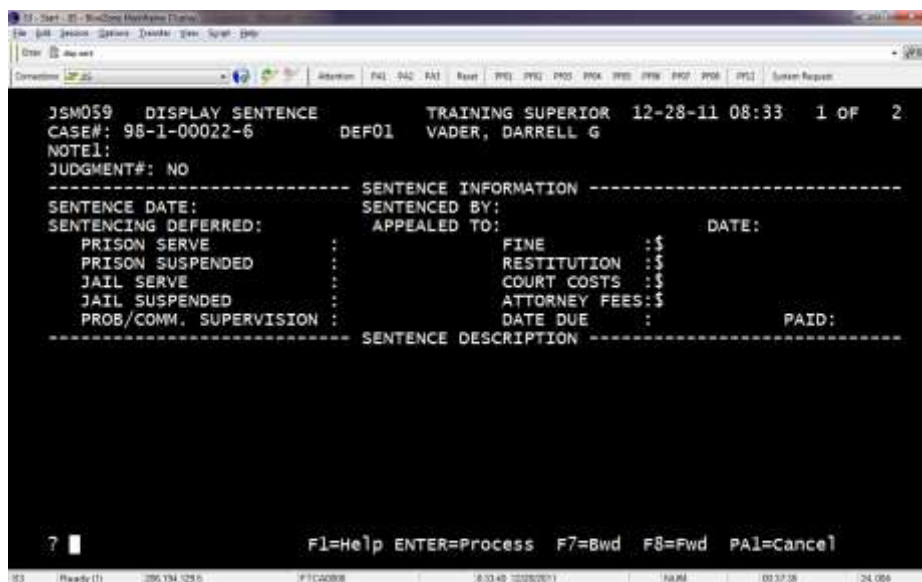
```
JSM005  DISPLAY NAMES                TRAINING SUPERIOR  12-28-11 08:33   1 OF   1
CASE#: 98-1-00022-6
TITLE: STATE OF WASHINGTON VS VADER, DARTH G

CONN.  LAST NAME,    FIRST MI  TITLE          LITIGANTS      ARRAIGNED

PLA01  STATE OF WASHINGTON
DEF01  VADER, DARRELL G
NmCd   IN 250 42160

? disp sent                        F1=Help F5=DspAtty F6=SrchAtty F7=Bwd F8=Fwd PA1=Can
```

Result: The Sentence screen is used to record additional information in criminal cases. This screen will be found ONLY as part of Criminal and Juvenile Offender case types.



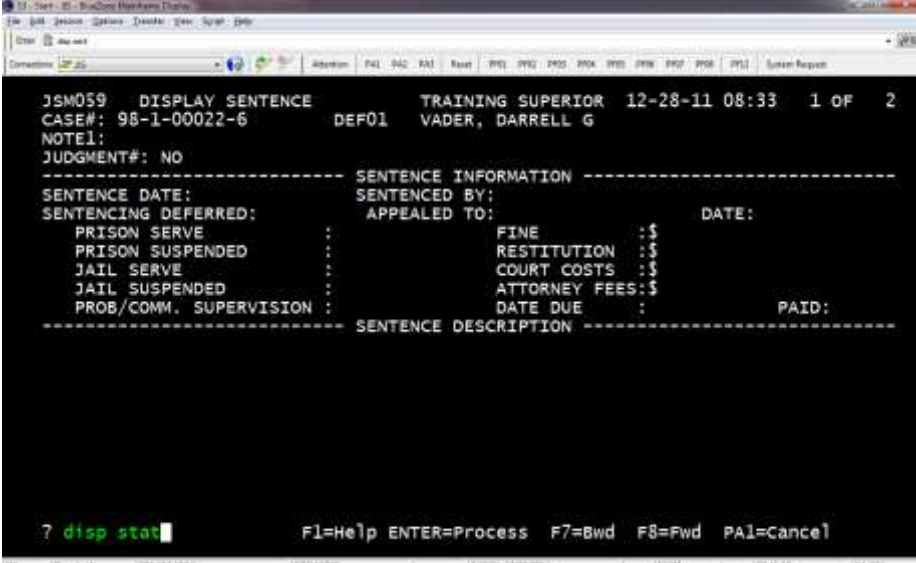
The screenshot shows a terminal window with the title 'JSM059 DISPLAY SENTENCE'. The screen displays case information for 'CASE#: 98-1-00022-6' and 'DEF01 VADER, DARRELL G'. Below this is a section for 'SENTENCE INFORMATION' with fields for 'SENTENCE DATE:', 'SENTENCING DEFERRED:', 'SENTENCED BY:', 'APPEALED TO:', and 'DATE:'. There are also fields for 'PRISON SERVE', 'PRISON SUSPENDED', 'JAIL SERVE', 'JAIL SUSPENDED', 'PROB/COMM. SUPERVISION', 'FINE', 'RESTITUTION', 'COURT COSTS', 'ATTORNEY FEES', 'DATE DUE', and 'PAID:'. At the bottom left, the prompt '? ' is visible. The bottom right shows function key shortcuts: F1=Help, ENTER=Process, F7=Bwd, F8=Fwd, PA1=Cancel.

```
JSM059  DISPLAY SENTENCE              TRAINING SUPERIOR  12-28-11 08:33   1 OF   2
CASE#: 98-1-00022-6      DEF01  VADER, DARRELL G
NOTE1:
JUDGMENT#: NO
----- SENTENCE INFORMATION -----
SENTENCE DATE:          SENTENCED BY:
SENTENCING DEFERRED:    APPEALED TO:          DATE:
PRISON SERVE           : FINE                :$
PRISON SUSPENDED       : RESTITUTION    :$
JAIL SERVE             : COURT COSTS   :$
JAIL SUSPENDED         : ATTORNEY FEES:$
PROB/COMM. SUPERVISION : DATE DUE      :      PAID:
----- SENTENCE DESCRIPTION -----

?  F1=Help ENTER=Process F7=Bwd F8=Fwd PA1=Cancel
```

DISPLAY STATUS

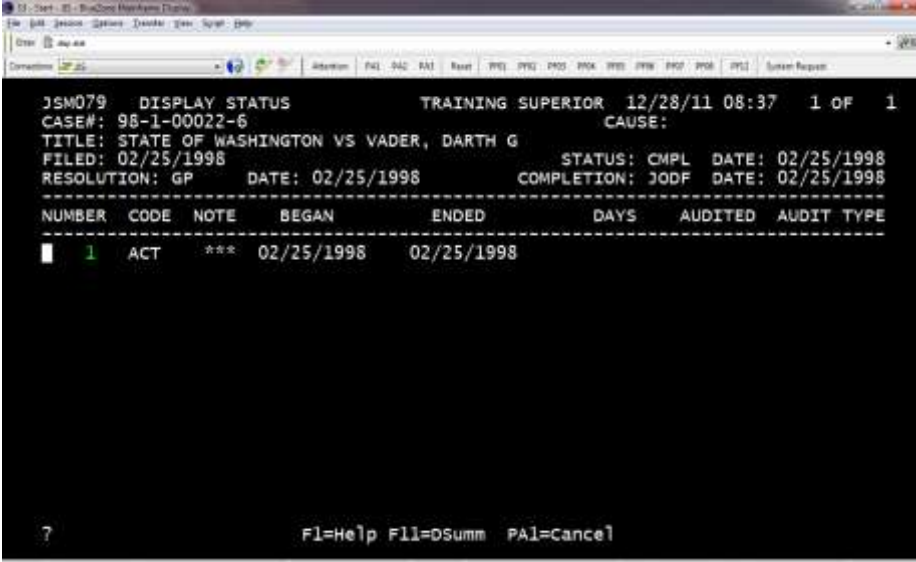
At Sub Command on the bottom left, after the question mark? Type **display status** <enter>



```
JSM059  DISPLAY SENTENCE      TRAINING SUPERIOR  12-28-11 08:33   1 OF   2
CASE#: 98-1-00022-6      DEF01  VADER, DARRELL G
NOTE1:
JUDGMENT#: NO
----- SENTENCE INFORMATION -----
SENTENCE DATE:          SENTENCED BY:
SENTENCING DEFERRED:    APPEALED TO:          DATE:
PRISON SERVE           :          FINE           :$
PRISON SUSPENDED       :          RESTITUTION    :$
JAIL SERVE             :          COURT COSTS   :$
JAIL SUSPENDED         :          ATTORNEY FEES:$
PROB/COMM. SUPERVISION :          DATE DUE      :          PAID:
----- SENTENCE DESCRIPTION -----

? disp stat      F1=Help ENTER=Process F7=Bwd F8=Fwd PA1=Cancel
```

Result:



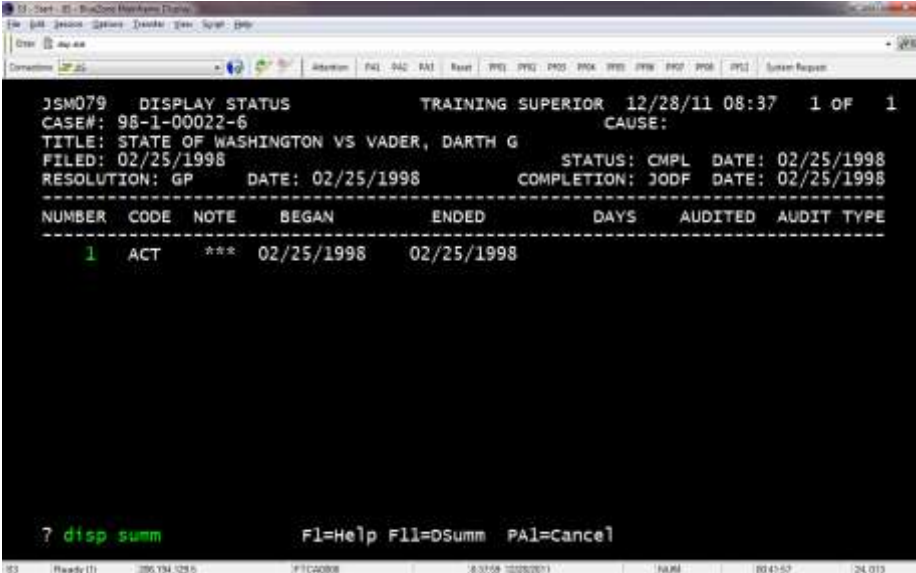
```
JSM079  DISPLAY STATUS      TRAINING SUPERIOR  12/28/11 08:37   1 OF   1
CASE#: 98-1-00022-6      CAUSE:
TITLE: STATE OF WASHINGTON VS VADER, DARTH G
FILED: 02/25/1998      STATUS: CMPL  DATE: 02/25/1998
RESOLUTION: GP      DATE: 02/25/1998      COMPLETION: JODF  DATE: 02/25/1998
-----
NUMBER CODE NOTE      BEGAN      ENDED      DAYS      AUDITED  AUDIT TYPE
-----
1 ACT *** 02/25/1998  02/25/1998
-----

?      F1=Help F11=OSumm PA1=Cancel
```

To display the summary from here you can press the F11 key or go to the next step.

DISPLAY SUMMARY

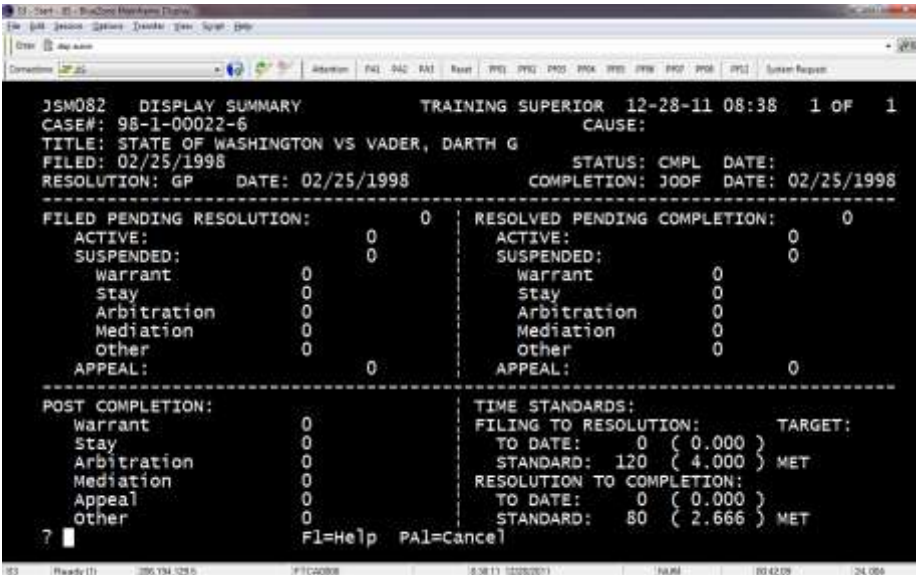
At Sub Command on the bottom left, after the question mark? Type **display summary** <enter>



```
JSW079  DISPLAY STATUS          TRAINING SUPERIOR 12/28/11 08:37  1 OF  1
CASE#: 98-1-00022-6              CAUSE:
TITLE: STATE OF WASHINGTON VS VADER, DARTH G
FILED: 02/25/1998                STATUS: CMPL  DATE: 02/25/1998
RESOLUTION: GP                   COMPLETION: JODF DATE: 02/25/1998
-----
NUMBER CODE NOTE  BEGAN          ENDED          DAYS    AUDITED  AUDIT TYPE
-----
  1  ACT   ***  02/25/1998    02/25/1998
-----

? disp summ                      F1=Help F11=Dsumm PA1=Cancel
```

Result:



```
JSW082  DISPLAY SUMMARY          TRAINING SUPERIOR 12-28-11 08:38  1 OF  1
CASE#: 98-1-00022-6              CAUSE:
TITLE: STATE OF WASHINGTON VS VADER, DARTH G
FILED: 02/25/1998                STATUS: CMPL  DATE:
RESOLUTION: GP                   COMPLETION: JODF DATE: 02/25/1998
-----
FILED PENDING RESOLUTION:      0  0  RESOLVED PENDING COMPLETION:      0  0
  ACTIVE:                      0      ACTIVE:                      0
  SUSPENDED:                   0      SUSPENDED:                   0
    Warrant                    0      Warrant                    0
    Stay                      0      Stay                      0
    Arbitration                0      Arbitration                0
    Mediation                  0      Mediation                  0
    other                      0      other                      0
  APPEAL:                      0      APPEAL:                      0
-----
POST COMPLETION:               TIME STANDARDS:
  Warrant                      0      FILING TO RESOLUTION:      TARGET:
  Stay                        0      TO DATE: 0 ( 0.000 )
  Arbitration                 0      STANDARD: 120 ( 4.000 ) MET
  Mediation                   0      RESOLUTION TO COMPLETION:
  Appeal                      0      TO DATE: 0 ( 0.000 )
  other                       0      STANDARD: 80 ( 2.666 ) MET

?  F1=Help PA1=Cancel
```

All the above Display commands can be performed from the SCOMIS Command Screen. To get back to the first screen press the Page Up (PA1) key on your keyboard this will take you back one screen at a time.

DISPLAY ATTORNEY

Use the Display Attorney command to search for attorney information using the Bar number.
At *Command?* Type **Display** then tab to *Section?* Type **ATTORney** <enter>.

The screenshot shows a terminal window titled 'CUSTLAD'. The top status bar displays 'JSM001', 'TRAINING SUPERIOR', '12/14/11', '2:53', 'DB', 'TRN1', and 'APP\$PUB'. The main screen contains the following text:
COMMAND? **DISP**
SECTION? **ATTORNING**
CASE # ?
NON-SCOMIS #?

JUDGMENT ORIGINATING CASE NUMBER

SCOMIS # ?
NON-SCOMIS #?
The bottom status bar shows 'S3', 'Ready (1)', '206.194.129.5', '14:56:35 12/14/2011', 'NUM', a cursor, and '00:25:34'.

At Enter Bar Number type the attorney's bar number <enter>.

The screenshot shows the same terminal window after entering the bar number. The top status bar now displays 'JSM075', 'DISPLAY ATTORNEY', 'TRAINING SUPERIOR', '12-13-11', '14:56', '1 OF 1'. The main screen contains the following text:
ENTER BAR NUMBER: **13105**

NAME:
ADDRESS 1 :
ADDRESS 2 :

CITY: STATE: ZIP:
PHONE: LAST ADDRESS CHANGE:
STATUS:
At the bottom, there is a prompt '? ' and a line with 'Enter bar number', 'ENTER=Process', and 'PA1=Cancel'. The bottom status bar shows 'S3', 'Ready (1)', '206.194.129.5', '14:56:37 12/14/2011', 'NUM', a cursor, and '00:40:27'.

Result: The attorney's information will display.



```

CMTIAD
File Edit Session Options Database View Script Help
JSM075  DISPLAY ATTORNEY          TRAINING SUPERIOR  12-13-11 13:52  1 OF 1

ENTER BAR NUMBER: 13105

      NAME:  CULLOM, PAUL C. JR
ADDRESS 1 : 1420 5TH AVE STE 2800
ADDRESS 2 :
      CITY:  SEATTLE              STATE:  WA      ZIP:   98101-1344
      PHONE: (206) 682-8100        LAST ADDRESS CHANGE: 10/07/2002
      STATUS: Active


?                               Enter bar number      ENTER=Process  PA1=Cancel

[0] [Ready (1)] [206.194.129.5] [1310441 12/13/2011] [PA1] [0] [00:21:39]
```

If you don't know the attorney's bar number you can Search Attorney

DISPLAY CALENDAR

You must be in the county you wish to view the calendar for. At *Command?* Type **Display**, at *Section?* type **Calendar** <enter>



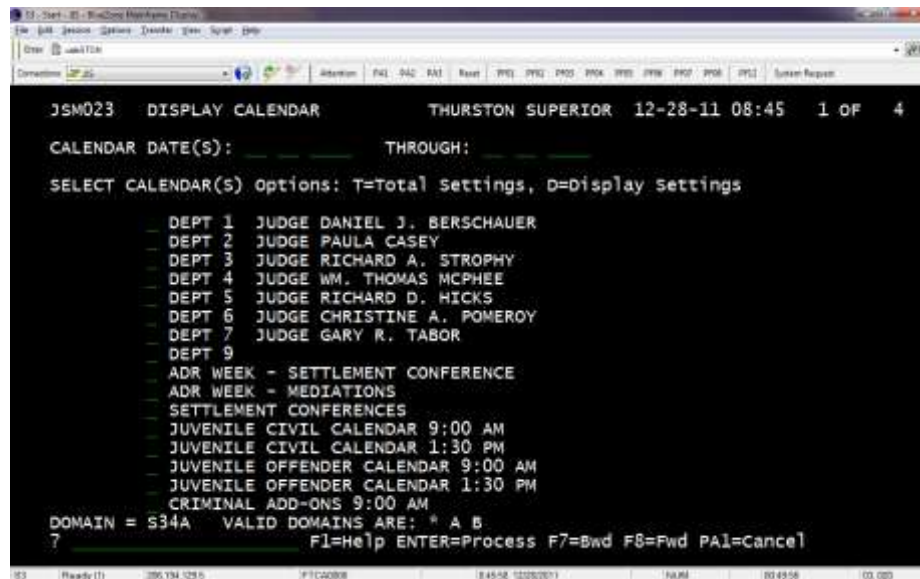
```

JSM001          THURSTON SUPERIOR  12/28/11  8:45
                                DB  TRN1 APP$PUB
COMMAND?  display
SECTION?  calendar
CASE # ?
NON-SCOMIS #?

COUNTY SET TO NEW COUNTY

[0] [Ready (1)] [206.194.129.5] [13104008] [8:45:47 12/28/2011] [PA1] [0] [00:43:45] [05.004]
```

Result: The Display Calendar command enables you to display the total number of cases set on a calendar (including subtotals for calendars made up of subsections) for a given date or date range. It also displays detail information about cases set on a calendar.



- Type the date of the calendar, using **MM-DD-YY** format.
- If you wish to select a date range, type the second date in the Through field. The range cannot exceed seven calendar days. If you select a range, response time will be somewhat slower since the search will require greater computer resources.
- Type either **T** or **D** beside the calendar of your choice. T will take you to the Display Calendar Totals screen. This screen provides a count of the number of cases set on the calendar on the date(s) you specified. D will take you to the Display Calendar Case Detail screen. This screen provides information about each case set on the calendar on the date(s) you specified.
- You can select multiple calendars for display, and the selection code can vary from calendar to calendar. Note: You cannot select multiple calendars if a date range was entered. You will receive an error message if you attempt to do so. If you do select multiple calendars, Press F5 on your keyboard to go from one calendar to the next.

FIND JUDGMENT

You must be in the county you wish to view the judgment for. At *Command?* Type **FIND**, at *Section?* type **JUDG**ment <enter>

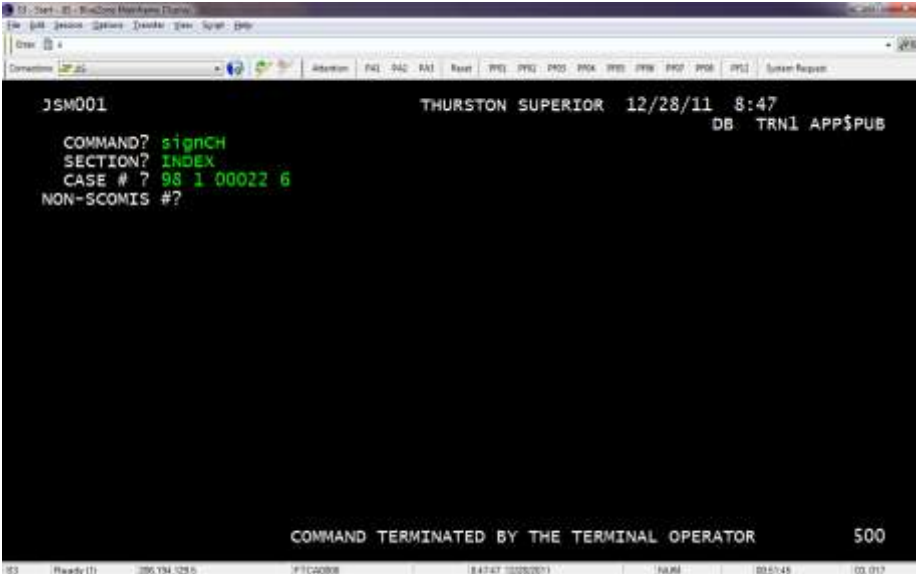


The system will respond by displaying all Judgments associated with the specific case number. The list includes the Judgment number, type, title, date filed, and status of the Judgment.

To End the SCOMIS Application

SIGNOFF:

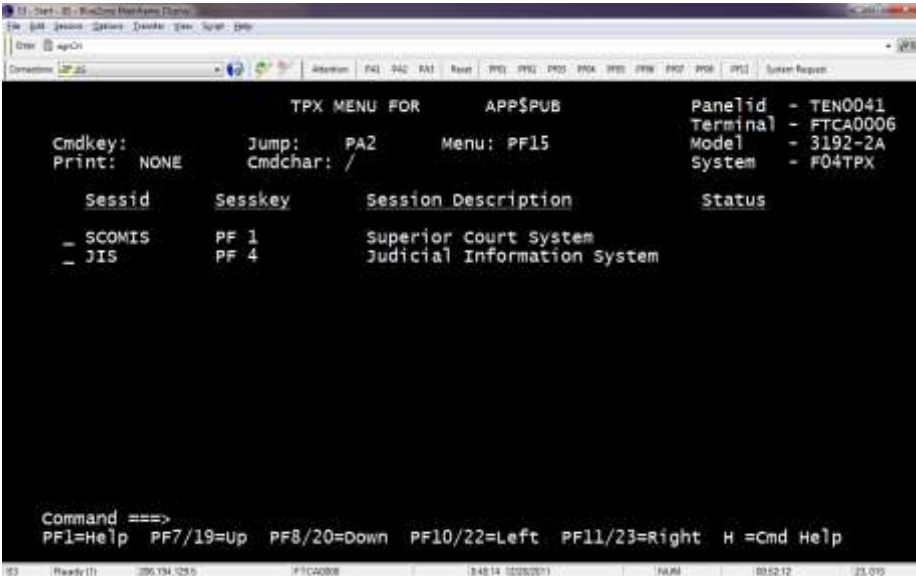
You can only issue this command from the SCOMIS Command Screen. At the *Command?* Type **Signoff** <enter>



```
JSM001 THURSTON SUPERIOR 12/28/11 8:47 DB TRN1 APP$PUB
COMMAND? signoff
SECTION? INDEX
CASE # ? 98 1 00022 6
NON-SCOMIS #?

COMMAND TERMINATED BY THE TERMINAL OPERATOR 500
```

Result: Takes you to the TPX Menu




```
TPX MENU FOR APP$PUB Panelid - TEN0041
Cmdkey: Jump: PA2 Menu: PF15 Terminal - FTCA0006
Print: NONE Cmdchar: / Model - 3192-2A
System - F04TPX

Sessid Sesskey Session Description Status
- SCOMIS PF 1 Superior Court System
- JIS PF 4 Judicial Information System

Command ==>
PF1=Help PF7/19=Up PF8/20=Down PF10/22=Left PF11/23=Right H =Cmd Help
```

You can logout of JIS by typing at the Command F <enter>.



The screenshot shows a terminal window titled "TPX MENU FOR APP\$PUB". It displays session information for "SCOMIS" and "JIS". The "JIS" session is highlighted. At the bottom, a command prompt shows "Command ==> F", indicating the user has pressed the F key to logout.

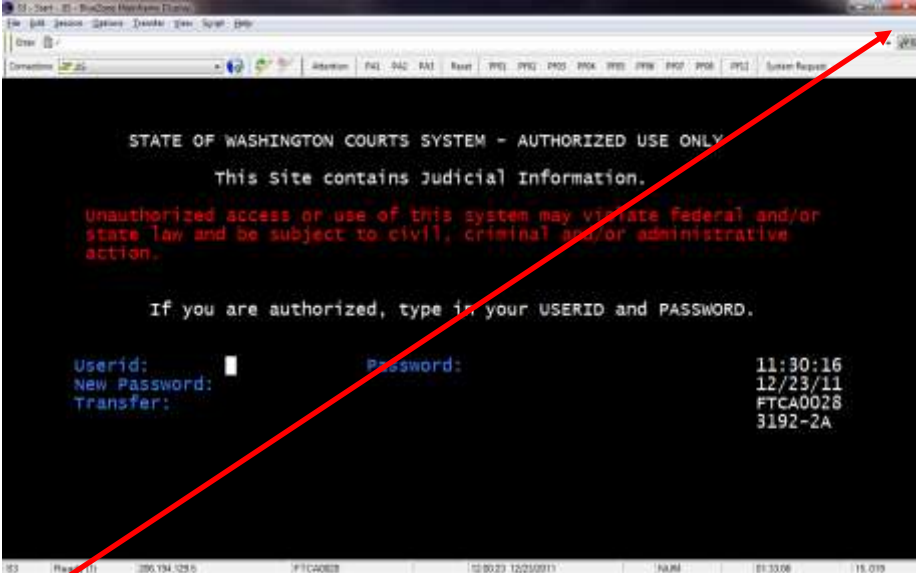
```
TPX MENU FOR APP$PUB
Panelid - TEN0041
Terminal - FTCA0006
Model - 3192-2A
System - F04TPX

Cmdkey: NONE      Jump: PA2      Menu: PF15
Print: NONE      Cmdchar: /

  Sessid      Sesskey      Session Description      Status
  - SCOMIS      PF 1      Superior Court System
  - JIS         PF 4      Judicial Information System

Command ==> F
PF1=Help PF7/19=Up PF8/20=Down PF10/22=Left PF11/23=Right H =Cmd Help
```

Result: Takes you to the login screen.



The screenshot shows the login screen for the "STATE OF WASHINGTON COURTS SYSTEM - AUTHORIZED USE ONLY". It prompts the user to enter their "USERID" and "PASSWORD". A red "X" is visible in the top right corner of the terminal window, indicating the session can be closed.

```
STATE OF WASHINGTON COURTS SYSTEM - AUTHORIZED USE ONLY
This site contains Judicial Information.
Unauthorized access or use of this system may violate Federal and/or
state law and be subject to civil, criminal and/or administrative
action.

If you are authorized, type in your USERID and PASSWORD.

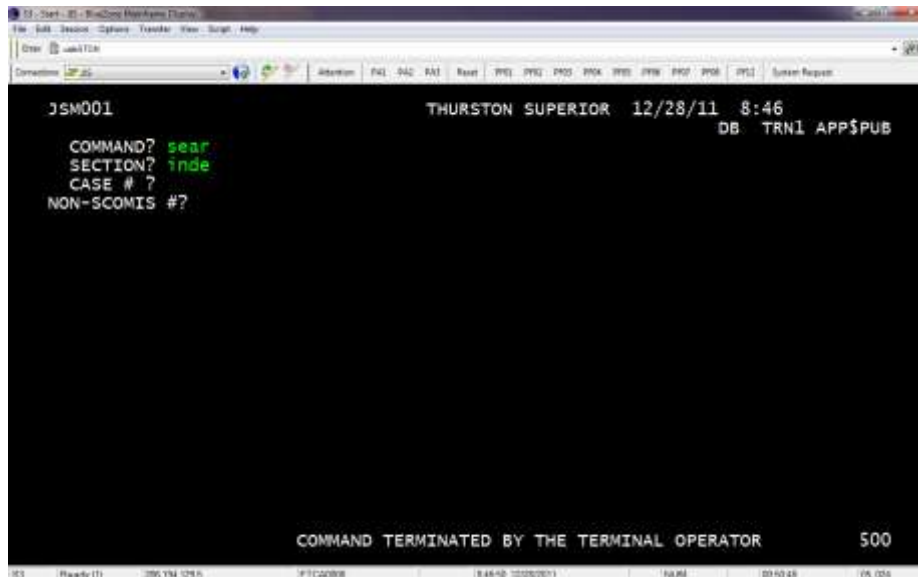
Userid:      Password:      11:30:16
New Password: 12/23/11
Transfer:      FTCA0028
               3192-2A
```

Click the Red X at the top right to close the session.

Probate Cases (Case Type 4)

Log into SCOMIS

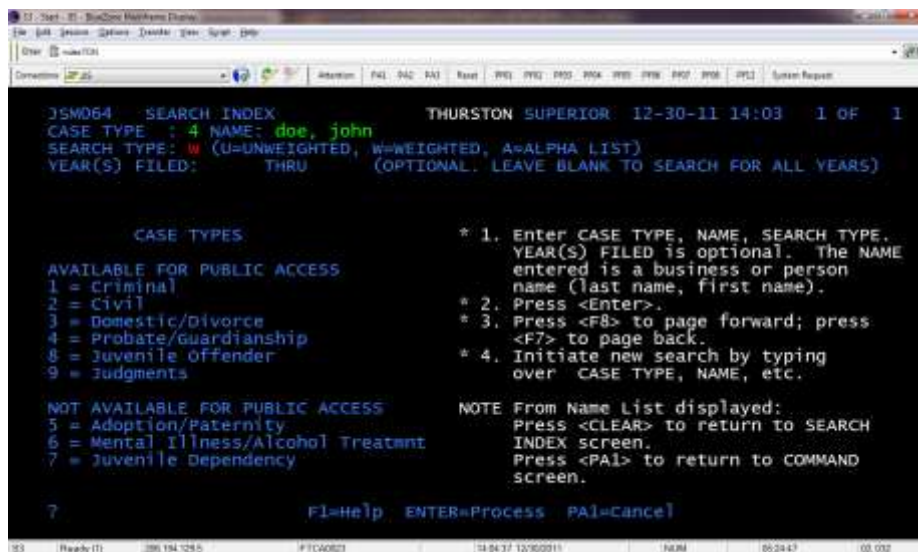
You must know the county where the case was filed and change to that county. Once you are in the county at *Command?* Type **Search**, tab to *Section?* type **Index** <enter>



```

JSM001 THURSTON SUPERIOR 12/28/11 8:46 DB TRN1 APP$PUB
COMMAND? sear
SECTION? inde
CASE # ?
NON-SCOMIS #?

COMMAND TERMINATED BY THE TERMINAL OPERATOR 500
```



```

JSM064 SEARCH INDEX THURSTON SUPERIOR 12-30-11 14:03 1 OF 1
CASE TYPE : 4 NAME: doe, john
SEARCH TYPE: W (U=UNWEIGHTED, W=WEIGHTED, A=ALPHA LIST)
YEAR(S) FILED: THRU (OPTIONAL. LEAVE BLANK TO SEARCH FOR ALL YEARS)

CASE TYPES
AVAILABLE FOR PUBLIC ACCESS
1 = Criminal
2 = Civil
3 = Domestic/Divorce
4 = Probate/Guardianship
8 = Juvenile Offender
9 = Judgments

NOT AVAILABLE FOR PUBLIC ACCESS
5 = Adoption/Paternity
6 = Mental Illness/Alcohol Treatment
7 = Juvenile Dependency

* 1. Enter CASE TYPE, NAME, SEARCH TYPE.
YEAR(S) FILED is optional. The NAME
entered is a business or person
name (last name, first name).
* 2. Press <Enter>.
* 3. Press <F8> to page forward; press
<F7> to page back.
* 4. Initiate new search by typing
over CASE TYPE, NAME, etc.

NOTE From Name List displayed:
Press <CLEAR> to return to SEARCH
INDEX screen.
Press <PA1> to return to COMMAND
screen.

? F1=Help ENTER=Process PA1=Cancel
```

At Case Type enter **4**, at Name type the **last name, first name** <enter>

Tab to the line of the case you want to view <enter>

Decedent Name: Displays as a result of Search Index, on the Names screen, and Docket Screen

File Date: Displays on the Basic Screen and Summary Screen

Case Number: Displays on Basic, Names, Docket, Summary

Personal Representative: Displays on the Names screen if the clerk enters the Connection Code REPxx and the name of the Personal Representative once appointed. It might be that the clerk has entered the name of the Petitioner, who may also be the Personal Representative, and another entry for the REP is not entered.

Personal Representative Address: Usually not entered on the Names Screen. However, I have seen some courts enter this information for the PR. Just depends on the local clerk practice.

Personal Representative Phone Number: Usually not entered on the Names Screen.

Attorney Name: Displays on the Names Screen

Attorney Address/Phone Number: From the Names Screen if you place the cursor on the attorney line then press F5, a new screen opens with the address and phone number for the attorney.

Date of Death: This would appear on the Names Screen if the Clerk has entered it under the Deceased column.

Date of Birth: Not entered.

Last Known address for decedent: Not usually entered

.

ACORDS - Appellate Court Information System

The Washington State Supreme Court and the three divisions of the Washington State Court of Appeals use the Appellate Court System (ACORDS) to record and track information about:

- Cases involved in direct review
- Cases appealed from Superior Courts
- Cases appealed from Courts of Limited Jurisdiction

ACORDS is a web-based application. You will need to have Internet Explorer 5.5 – 8.0 installed. ACORDS will not work with Google Chrome, Netscape, or Firefox.

Logging on to the ACORDS Application

You must establish a password or update an expired password before you can access ACORDS. There are two options to establish or change your password: From our web site www.courts.wa.gov/jislink under Current Subscribers click 8. Change your Password or log into the AOC mainframe to set up your password ([See page 19 - JIS Link First Time Login](#)).

1. Open Web browser address <http://www.courts.wa.gov/jislink>.
2. Select Option 2 – Access ACORDS.



3. Type your User ID in the **UserID** field, and press <TAB> to position the cursor in the Password field.
4. Type your password in the **Password** field and press <ENTER>.


Searching ACORDS

WELCOME TO THE STATE OF WASHINGTON ACORDS APPELLATE COURT SYSTEM

ACORDS

STEPS FOR SEARCHING

- To find a case, pick the court your case is in by clicking the down arrow in the Court Name field.
- Choose just ONE of the other fields to type information. The best one is the Appellate Case Number field. Enter the case number without dashes. If you're going to search by a name, then enter the last name FIRST followed by a comma like this: Last Name, First Name.
- Hit the <ENTER> key to begin the search or scroll down and click the SUBMIT button.

1. Designate a Court Name by clicking the  arrow in the Court Name field and clicking the name of the desired court.
2. Click inside one of the blank fields and enter the other search criteria, and type the appropriate information:
 - Appellate Case Number – Use only digits; do not use dashes or spaces.
 - Participant Name – Use a name format of LASTNAME or LASTNAME, FIRSTNAME (e.g., Hamilton or Hamilton, John).
 - Appellate Case Title – Must match the short case title EXACTLY.
 - Attorney Name – Use a name format of LASTNAME, FIRSTNAME.
 - Trial Case Number – Do not use dashes or spaces.

Exception:

Pre-SCOMIS case numbers must include a dash after the initial digit.

Note:

Use only one search criterion in combination with a designated Court Name for each search.

Court Name	All Courts ▼
Appellate Case Number	<input type="text"/>
Participant Name	person, test
Appellate Case Title	<input type="text"/>
Attorney Name	<input type="text"/>
Trial Case Number	<input type="text"/>

3. Press <**ENTER**> or click **Submit**. A list of search results displays.
4. Click an Appellate Case # link to go to the Basic Case Information screen for that case.

WELCOME TO THE STATE OF WASHINGTON ACORDS APPELLATE COURT SYSTEM			
ACORDS			
Search Results			
Appellate Case #	Review Type	Appellate Case Title	Trial Case
000000	Notice of Appeal	Appellant V Respondent	123456

Navigating between ACORDS Screens

- A navigation pane appears on the left of every screen.
- It is arranged by court level (Superior, Court of Appeals, and/or Supreme Court).
- The case being displayed determines the number of court levels.
- Each court level has screens for displaying case data.
- Click on a screen name to open it.

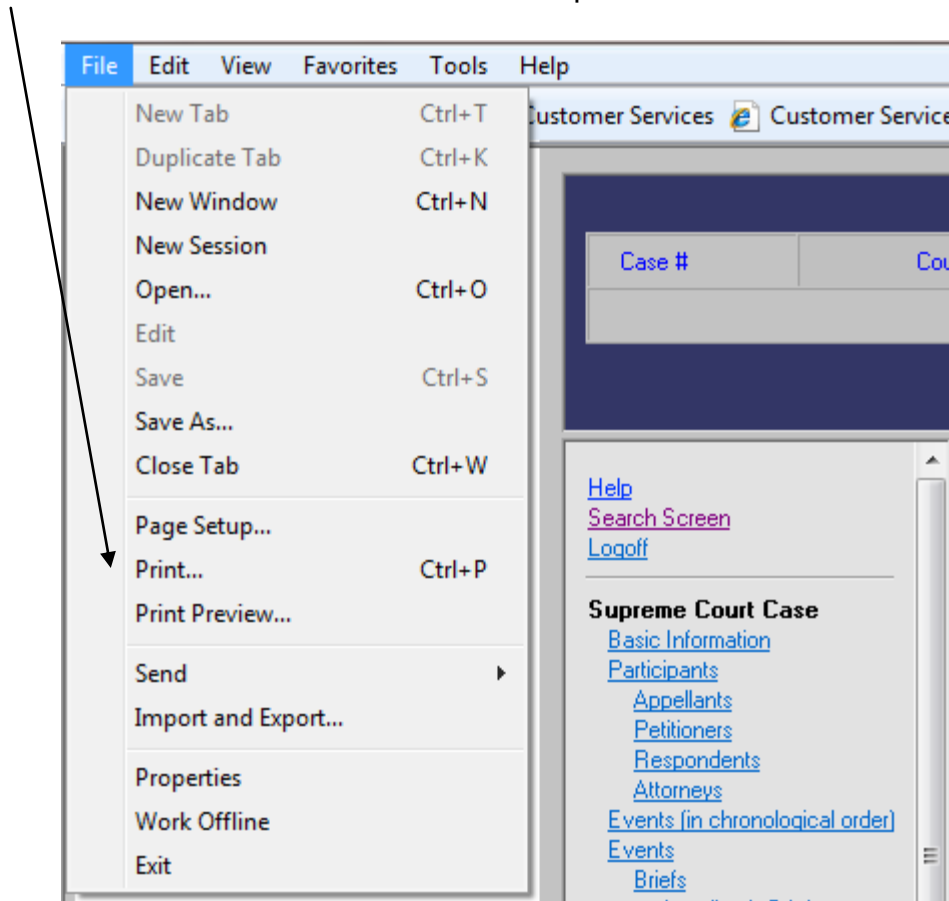
The screenshot displays the ACORDS web application. At the top, a header bar contains the text "Case #", "Court: SUPREME COURT", and "Status: Disposed". The ACORDS logo is visible on the right. On the left, a navigation pane lists various screens organized by court level: Supreme Court Case, Appellate Court Case, and Superior Court Information. The main content area shows the "Basic Case Information" screen, which contains a table with the following fields:

Basic Case Information	
Supreme Court Case Number	
Review Type	
Date Received	
Court of Origin	
Trial Court	
Trial Court Case No.	
Case Type	
Trial Court Judgment Date	
Date Filed	
Filing Fee	
Internal Case Notes	

Printing from ACORDS

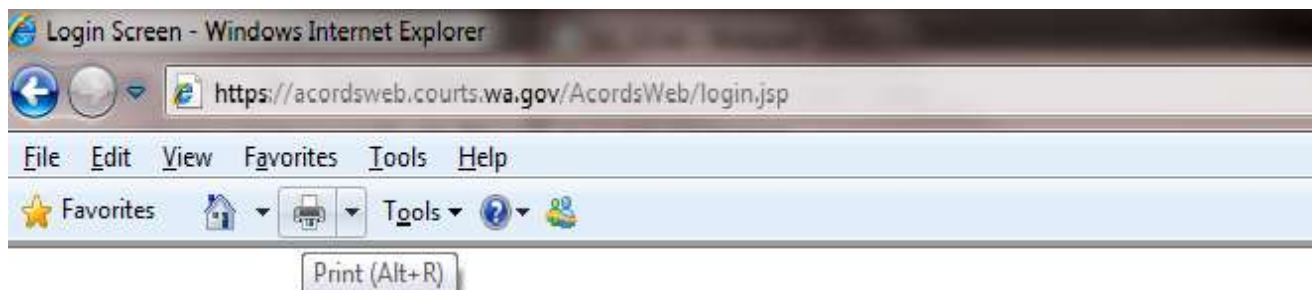
Use the browser print function to print either an entire screen or a selected portion of a screen

1. Choose one of the following options:
 - a. Click outside a screen to choose the entire screen for printing.
 - b. Select a portion of a screen for printing by positioning the cursor over the desired screen portion and click to select
2. Choose one of the following options
 - a. Choose the File menu and then the Print option.

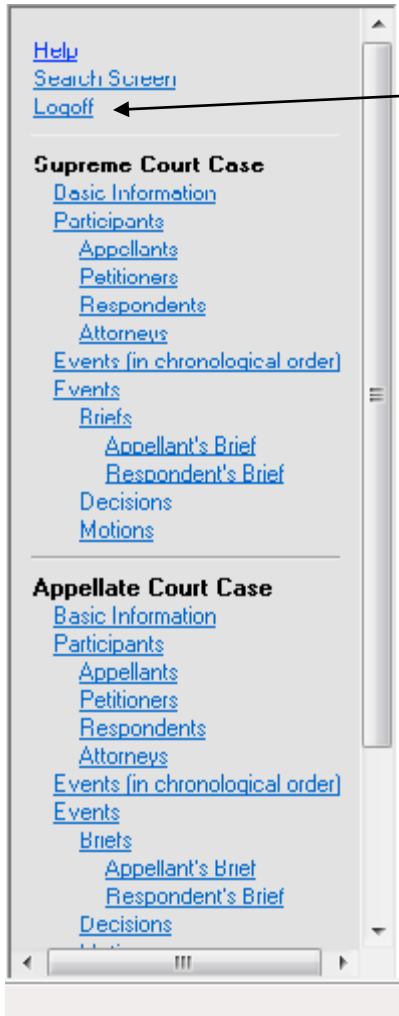


or


- b) Choose the **print** icon on the browser toolbar.

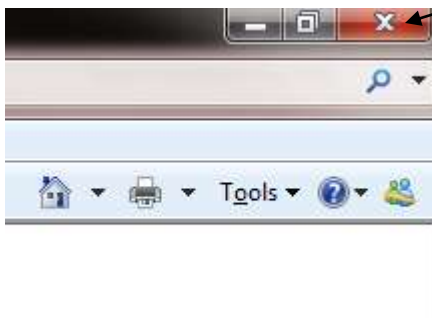


Logging Off the ACORDS Application



1. Do **one** of the following:
 - If you are on a case display screen (not the Search screen), choose the Logoff link from the navigation pane. The Logon screen displays.
 - If you are on the Search screen, proceed to Step 2.

2. Click the  (close window) button in the upper right-hand corner of the browser



FAQS FOR JIS-LINK CUSTOMERS

1. Can you do searches by attorney?

No. You can only search by name or case number. However, you can find out who the attorney(s) may be on a case by using the PAR command once into a case.

2. Can you do searches by offenses?

No. You can only search by name or case number.

3. Why can't I find the person I am looking for? I put his/her name in.

If you are searching on the person's full name you may want to try just first name and last name. If you still cannot find the person you may want to try just first initial and last name. If person business rules are not followed by the individual court, the person's name could be entered into the system in various ways (Example: Robert, Rob, Bob, etc.)

It is also possible that they have used an alias name. You may need to look under a maiden name or a married name.

4. Why can't I log in? The message I get is "The userid has been revoked."

If a customer has not used the system in the time frame of 6 months to 1 year the AOC security department will revoke the password and a site coordinator or AOC will have to reset the password. A customer would get this message also if they entered an incorrect password more than 5 times.

5. Why can't I log in? The message I get is "The userid entered is not authorized to use TPX."

If the customer has not used the system in over 1 year AOC security department will delete the RACFID (userid). A site coordinator will have to ask the JIS Link Administrator to reinstate the RACFID. A customer would get this message if the account has been suspended by the JIS Link Administrator as well (I.E. Non-payment of account). For this action, a site coordinator would have to call 360-357-2412 Option 1 and ask to speak with the JIS Link Administrator to get the account re-established.

6. In SCOMIS when I type the DISPlay DOCKeT with the case number, I receive a Check Digit error.

You must be in the County database where the case is filed. Look at the top of your SCOMIS Screen towards the right, it will display which county you are currently in. If the case is filed in another county, change to that county and try again

7. I cannot find Pierce County Superior Court cases in SCOMIS?

Effective January 2, 2002, the amount of Pierce County Superior Court case information displayed in SCOMIS changed. The SCOMIS docket record is abridged for active cases. The Pierce County Clerk maintains the automated official court record, including a complete docket in the Pierce County Legal Information Network Exchange (LINX). SCOMIS will continue to display complete Pierce County case status information as well as Name/Case and Judgment indices. JIS will continue to maintain and display, as appropriate, Pierce County statewide case, person, and order history information. LINX is available on the Internet at <https://linxonline.co.pierce.wa.us/linxweb/Main.cfm>.

8. When did Court Data Go Online?

Superior courts began using SCOMIS in 1977.

Superior courts began using the JIS Application in addition to SCOMIS in 1994-1995.

Superior courts update JIS person information and accounting data for criminal and juvenile offender case types. Superior courts also enter selected civil case information in JIS. Most superior court case data, however, is entered in SCOMIS. For specific court implementation dates for both Superior and District/Municipal, see:

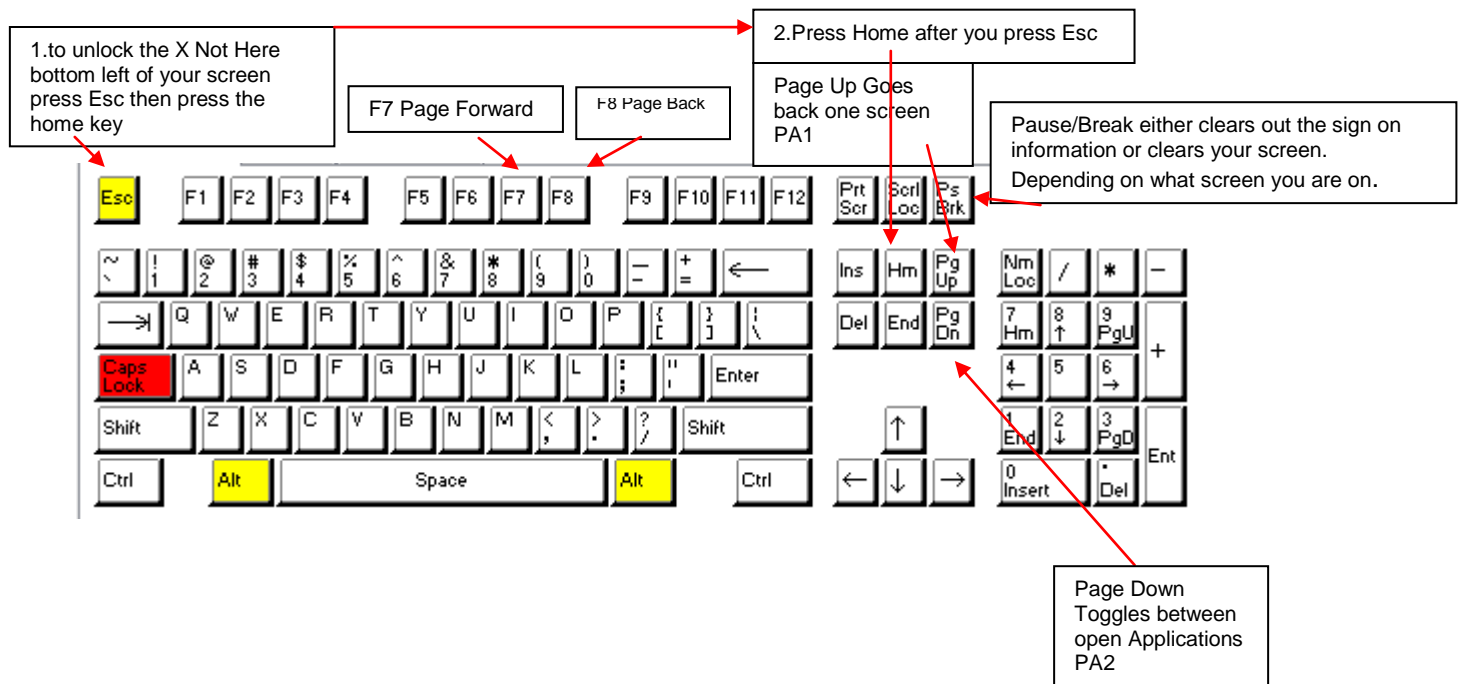
http://www.courts.wa.gov/jislink/index.cfm?fa=jislink.codeview&dir=clj_manual&file=courts

9. I need information on Archived Cases.

SCOMIS cases are eligible for off-line storage 18 months after case completion. An asterisk (*) displays next to a case number on SEARCH INDEX if some case data has been moved offline (archived). See the screen sample on the following page. Electronic archiving moves attorney name, docket and case-flow management data from inactive completed cases to off-line storage. All other case information is still available.

An archived case can only be restored by the court that entered the case. You may contact the courts directly for further information regarding archiving and retention of records. For court telephone numbers and addresses, see the [Court Directory](#) on the Washington Courts Web site at http://www.courts.wa.gov/court_dir/.

10. I don't know what keys I'm to use to get around using BlueZone?



11. How do I get trained to use JIS-Link?

The JIS-Link Manual gives easy-to-understand, step-by-step procedures for accessing the information you need and should be used as a self-training tool. No JIS-Link training is provided by the AOC.

12. Is SCOMIS/JIS access through JIS-Link like the SCOMIS/JIS public access terminals at the superior/district courts?

The major difference is that, while public access terminals at the court provide access to that court's records only, JIS-Link provides you with access to all counties and court levels from the convenience of your office/home.

13. Is there a monthly minimum charge for access to JIS-Link?

Yes. The AOC will apply a minimum charge of \$6.00 to all JIS-Link invoices. If transaction charges are less than \$6.00, the subscriber will be billed \$6.00; if transaction charges total \$6.00 or more, actual charges will be billed with no additional charge. If a subscriber has no transaction charges for the month, and no invoice needs to be mailed, no charges will be billed.

14. What about telephone charges?

If you are accessing JIS-Link through your web browser, your ISP may charge you for connect time if the ISP's rate structure includes time based charges for connection to the Internet.

15. Is there a time limit on how long we spend online with JIS-Link?

You can use JIS-Link as long as you need during its scheduled hours of availability. However, if you are signed on but don't press a function key (i.e., <ENTER>) within a specified time (currently 10 minutes), it is assumed you are no longer actively using an application, and your session is terminated.

16. How many users can my firm have? Do more users cost extra?

Your firm can set up as many JIS-Link users as you need. The AOC will assign a user ID for each person. There is no additional charge for more users at this time, but note that only the JIS-Link Site Coordinator you designate is authorized to call the AOC for assistance.

17. My organization has several offices--one in Seattle, one in Spokane, and one in Portland. Can we pay just one installation fee for all of them since we're all part of the same organization?

When the same enterprise has multiple offices, multiple installation fees are generally required. As a guideline, an installation fee is required for each site which has a designated JIS-Link Site Administrator authorized to contact the AOC. If all administrative and support activities for all sites are channeled through a single JIS-Link Site Coordinator, and the AOC only needs bill, one installation fee is sufficient. Installation fee decisions are made based on the amount of work required of the AOC, not the structure of the subscriber organization.

18. Our law firm needs to bill the cost of using JIS-Link back to the clients. What is available to help with this?

We suggest each person using JIS-Link keep a "call log" as they work. When you receive the monthly JIS-Link statement, each person will be able to indicate which calls are his/hers and the client to be charged.

19. We're a state agency. How are billing arrangements handled?

You will receive a monthly invoice. Pay by state warrant or journal voucher (JV), and return the invoice with a check or a copy of the JV. JV coding is shown on the invoice.

20. When I encounter problems using JIS-Link, how do I get help?

Problems encountered usually fall into these categories: 1) unable to get connected; 2) computer "locked up" while using JIS-Link; and 3) questions about how to use ACORDS, JIS, SCOMIS or other JIS-Link services.

First, use all the resources at your disposal to solve the problem including the JIS-Link Manual and your in-house experts. If the problem persists, your designated JIS-Link Site Coordinator may call the AOC's Customer Services at 360-357-2412, Option 1 for assistance. The necessary telephone numbers are supplied with the JIS-Link Manual.

21. How far back does SCOMIS data go?

The earliest courts began entering data into SCOMIS in 1977 (Yakima County), and more recently, San Juan and Wahkiakum Counties began entering data in 1987. Our most recent addition is Garfield County in 1993. The vast majority of superior courts went on SCOMIS in 1984 or earlier. [A table showing courts and their SCOMIS implementation date is available.](#)

To better manage court records, case detail information for old, inactive cases is frequently moved "off-line." Index information remains, however, to help locate a case. This frequently coincides with the archiving or microfilming of closed case records at the court. (Note: If you need a case un-archived, you need to call the specific court for assistance.)

22. Is information on types of cases (unlawful detainers, judgments, etc.) available?

If you have a name or a case number you can obtain information on specific cases. It is not possible to obtain a list of all cases of a certain type.

[Go to Table of Contents](#)